



DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
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WASHINGTON, DC 20350-3000

NAVY LETTER TO  
7200  
RFF  
2 Nov 2015

From: Head, Finance Branch, Fiscal Division, Programs and  
Resources Department, Headquarters, U.S. Marine Corps

Subj: HQMC-P&R (RFF) 4650.37.A - MARINE CORPS TRAVEL  
INSTRUCTION MANUAL (MCTIM)

Encl: (1) MCTIM

1. General. The Marine Corps Travel Instruction Manual (MCTIM) promulgates regulations and technical guidance applicable to Regular and Reserve Marines for the maintenance of travel and transportation allowances prescribed in the Department of Defense Financial Management Regulation, Volume 9, ("DODFMR", Vol 9), the Joint Federal Travel Regulations (JFTR), and the Joint Travel Regulations (JTR).

2. Revisions. Recommendations for changes to the procedures contained in the MCTIM should be submitted to HQMC P&R (RFF).

3. Certification. Reviewed and approved this date.

  
W. P. MIZERAK

# SUMMARY OF CHANGES

## MCTFS MCTIM

### SUMMARY OF MAJOR CHANGES

Changes within the MCTIM are denoted by *blue font*

Previous versions of processes are archived in Appendix “J”

Archived procedures will be retained for 2 years.

SECTION	EXPLANATION OF CHANGE	DATE
4-5	Rental car pre-paid refueling option	4 Nov 2015
6-1	TAD away from UDP site	10 Nov 2015
6-1	Update to TAD away from UDP site(missed meals)	12 Nov 2015
1-5	Lodging receipt clarification	30 Nov 2015
4-5	Lodging tax	30 Nov 2015
1-5	OCONUS lodging receipts	7 Dec 2015
10-1	Compliance tool requirement	15 Dec 2015
9-3	New Civilian PCS procedures	31 Dec 2015
5-1	Reserve MEDHOLD orders	5 Feb 2016
6-11	Update to Foreign Trainee payment process	22 Feb 2016
4-3	Updated MFR unit phase	22 Feb 2016
3-7	Updated overpayment notification process	23 Feb 2016
10-1	Improper Payment Report	2 Mar 2016
5-1	Clarification to IADT travel days to HOR	2 Mar 2016
8-5	Liberty in Conjunction with TAD	2 Mar 2016
1-1	Update to Alternate EFT procedures	2 Mar 2016
1-5	Claim preparation and separation of duties	2 Mar 2016
5-1	Rental car during AT	4 Mar 2016
2-1	Updated GTCC use during PCS travel	7 April 2016
App H	FAQs for the use of GTCC	7 April 2016
1-2	Clarified orders requirement	3 May 2016
1-7	Updated MCTIR process	3 May 2016
10-1	Travel Pay Remediation Plan	3 May 2016
1-1	Updated split disbursement requirements	26 May 2016
1-6	Foreign currency conversion	1 July 2016
App G	Clarified FFA orders and flat rate per diem	18 July 2016

# **Chapter 1 GENERAL PROVISIONS**

## **1-1. PROCEDURES**

### **10101. PURPOSE AND APPLICABILITY**

A. Reference:

1. JTR
2. DOFMR Vol 9
3. MCO P1000.6

B. General. This manual provides technical guidance to the Commanding Officer, Disbursing Officer/Finance Officers (DO/FOs), and Defense Travel Accountable Officials about the travel allowances payable to members of the Marine Corps. It also explains how to process travel allowances payable to civilian employees. The term "traveler" applies to both military and civilian travelers. Paragraphs referring to "military" or "civilian" use the terms, "member" and "employee" respectively. This manual sets forth provisions that apply to the Marine Corps when the JTR has given individual military departments the authority to establish procedures for processing travel and transportation allowances. Should this manual conflict with the JTR, the JTR will take precedence as appropriate.

1. Relationship to the Joint Travel Regulations (JTR). The JTR contains basic statutory regulations concerning the travel and transportation allowances for members of the Uniformed Services and for civilian employees of the DOD Services, thus, has the force and effect of law; therefore, it cannot be waived. The JTR is issued primarily under the authority.

2. Relationship to the Department of Defense Financial Management Regulation, Volume 9 (Travel Policy and Procedures). DODFMR VOL 5 provides supplemental instructions on the payment of travel allowances authorized by DODFMR VOL 9. DODFMR VOL 5 is issued under the authority of DODFMR VOL 9. If this manual conflicts with DODFMR VOL 5 and MCO 1000.6 ACTS Manual, then DODFMR VOL 5 and 1000.6 ACTS Manual take precedence.

### **10102. ASSISTANCE IN ADMINISTERING TRAVEL POLICIES**

A. Reference:

1. MCO P1000.6
2. DODFMR Vol 9
3. JTR

B. Allowance Determinations (Interpretation of Travel Policy).

1. Allowance determinations are regulatory interpretations or clarifications of specific travel allowances within the JTR. Procedural guidance provides the DO/FO with the necessary information to properly process the claim in accordance with current regulations.

2. Request for allowance determinations or procedural guidance must be submitted by or through the member's servicing DO/FO. The DO/FO is responsible for submission of a determination request to D/C (P&R) RFF.

C. Doubtful Travel Claims. If the traveler or DO/FO does not accept the decision of DFAS-IN/JJFT concerning an allowance determination, the traveler may request that the claim be reconsidered. To have a claim reconsidered, forward to DFAS-IN/JJFT the following:

1. Copy of the claim.
2. Letter of explanation from the traveler.
3. Endorsement from the approving officer.

1. Allowance determination letter from DFAS-IN. DFAS-IN will forward the package through DFAS-Headquarters to the Defense Office of Hearings and Appeals for Service Members and the General Services Administration Civilian Board of Contract Appeals (CBCA) for DOD employees.

D. Advance Decisions. DO/FO may request an advance decision on any questionable voucher presented for payment.

E. Fraudulent Travel Claims. It is difficult to prescribe exact rules for determining the existence of fraud or misrepresentation since the question of whether fraud exists depends on the facts in each case. Although it is the claimant's responsibility to complete a claim accurately to ensure proper payment. Also, it may not be automatically assumed that the claim is fraudulent simply because it is not prepared according to the requirements of publications.

F. Travel Advisory Notices. Headquarters Marine Corps, Programs and Resources, Resources Fiscal Finance (RFF) Branch will issue Travel Advisory Notices (TANs), that are a continuing series of information messages pertaining to Marine Corps travel policy and procedures. Inquiries regarding these TANs and/or recommendations for topics that impact the Marine Corps travel process should be addressed to the DFAS-IN/JJFT, Indianapolis, IN 46249-3700 via CMC (RFF), Room 3014, 2 Navy Annex, Washington, DC 20380-1775. Contact by phone via (703) 614-4981 or DSN 224-4981.

### **10103. AUDIT OF TRAVEL CLAIMS**

A. Reference:

1. DODFMR Vol 5 & 9
2. MCO P1000.6
3. MarAdmin 216/13

B. All vouchers submitted to the DO/FO will be audited by an appointed certifying official. Approving officials will make every effort to pay each claim. If any portion of the claim is denied, the remaining authorized expenses shall be paid. Comments will be provided on the travel voucher indicating the reason a portion of the claim was denied and identify the required action necessary in order to receive reimbursement (i.e. submitting a lodging receipt).

### 10103. CLEAN AUDIT REQUIREMENTS FOR MANUAL TRAVEL COMPUTATIONS

A. Occasionally the Disbursing/Finance officer must compute travel allowances manually (computations not computed by WinIATS). Clean audit procedures require that manual computations be included with the completed travel claim.

B. This applies to currency conversions for expenses, manually computed per diem or malt, adjustments for deployed per diem, and voucher adjustments or manual work-around for WinIATS systems error.

C. All computations not computed by WinIATS must be shown on paper, scanned and uploaded into EDA with the completed travel claim as supporting documentation. Any voucher adjustments or work-around associated with WinIATS system errors must also be identified to RFF and RFF-KCI systems section for appropriate research and corrective action. Any time a DTS claim is removed from DTS and processed via WinIATS, the claim must be computed entirely by WinIATS and the DO/FO will not rely on the DTS figures.

### 10104. METHOD OF PAYMENT (EFT, ALTERNATE EFT, SPLIT DISBURSEMENTS)

A. Reference:

1. DODFMR Vol [7A](#)
2. [MARADMIN 465/13](#)

B. Electronic Funds Transfer (EFT). EFT is the method utilized to pay travel payments for all military members and Federal employees. MyPay is the primary source for updating EFT accounts for travel payments. Civilians who wish to update their EFT must submit an Alternate EFT form (App D) with submission of their travel claim. Marine Corps service members will receive travel payments to their established military pay direct deposit account. Exceptions to this requirement can be found in the DODFMR Vol [7A](#).

C. Alternate EFT Account. [The service member may elect to utilize an alternate bank account for reimbursement of their travel payment. Marines must utilize MyPay in order to create or change their alternate travel EFT information. Once established in MyPay, this information remains resident in the system until it is updated by the Marine. If there is a travel payment rejected due to incorrect alternate travel EFT information, the DO/FO will use the Marine's current military pay EFT account to credit the travel payment. Alternate EFT information takes one processing cycle to post to MCTFS D837 remark.](#)

1. [Separates/Reserve: Separated members who acquire a reserve commitment are able to create/update their alternate travel EFT information via MyPay. Separated members that are less than thirteen months post discharge are also able to create/update their alternate travel EFT information via MyPay. Separated members with no reserve commitment and/or are thirteen months post discharge are not able to create an alternate travel EFT account via MyPay. These members must submit a hardcopy alternate EFT form to the DO/FO for their separation travel settlement.](#)

2. [DO/FO responsibility: Upon receipt, the DO/FO must notify RFF-KCI via a JIRA request with a subject line "Alternate EFT JAM" in order to manually update the alternate travel EFT information \(D837 remark\). Once MCTFS reflects the new information, the DO/FO must change the download option back to payroll download in IATS. The IATS payroll download must be performed prior to processing the travel business to ensure the member's elected alternate travel EFT is imported as IATS is](#)

programmed to pull in the Alternate Travel EFT if one exist prior to defaulting to the member's Pay EFT. If the travel payment is rejected and that member has an Alternate EFT remark, DO/FO will need to contact member to obtain an updated Alternate EFT request and then restart the process all over again of notifying RFF-KCI via JIRA request, waiting on MCTFS D837 remark to be updated so this information can be downloaded into IATS to process the separation travel payment.

3. Retirees: Retired members that have not previously established an alternate EFT account (D837) are able to create/update their alternate EFT information via MyPay. Retirees who have previously established an alternate Travel EFT remark (D837) are not able to create an alternate EFT account via MyPay and must submit a hardcopy alternate EFT form to the DO/FO for their separation travel settlement.

4. DO/FO responsibility: Upon receipt, and after validating the member has no D837 remark, the DO/FO must notify RFF-KCI via a JIRA request with a subject line "Alternate EFT JAM" in order to manually update the alternate travel EFT information (D837 remark). Once MCTFS reflects the new information, the DO/FO must change the download option back to payroll download in IATS. The IATS download must be performed prior to processing the travel business to ensure the alternate EFT is imported. If the travel payment is rejected, DO/FO will need to contact member to obtain updated EFT information to start the process all over again of notifying RFF-KCI via JIRA request and waiting until MCTFS is updated and then perform the IATS download.

NOTE: The JIRA ticket will indicate action has been taken and the status is closed once the Jam has been completed

D. Split Disbursements. A payment option whereby the traveler can designate a specified amount of his or her travel allowance be sent directly to the Government Travel Charge Card (GTCC) bank and the remainder of the allowance to their designated EFT.

1. DTS Settlements. All undisputed charges placed on the GTCC to be paid directly to the card via split disbursement upon travel voucher settlement. If the traveler does not put a comment in the preaudit section of their DTS voucher, the AO will verify the GTCC balance at time of settlement via the GTCC contractor's electronic access system and split disburse the applicable amount, up to and including the entire payable amount.

2. Non-DTS Settlement (TAD). The DO/FO verify the GTCC balance at the time of settlement via the GTCC contractor's electronic access system and split disburse the applicable amount of all undisputed charges, up to and including the entire payable amount based on charges incurred during the associated travel period. At a minimum, rental car, lodging, and commercial transportation expenses will be paid directly to the GTCC. The traveler may request an alternate amount to be split disbursed, but that amount will not be less than the minimum required and must be approved by the Approving Official.

3. PCS Settlements. When the GTCC has been used for the member's PCS travel, the DO/FO will verify the GTCC balance at the time of settlement via the GTCC contractor's electronic access system and split disburse the applicable amount of all undisputed charges, up to and including the entire amount based on the charges incurred during the PCS travel period. The GTCC may be used for TLE charges associated with the PCS move. The DO/FO must verify the GTCC balance for all associated supplemental travel claims.

## 1-2. ORDERS

### 10201. COMPETENT ORDERS

A. General: The Secretary of the Navy has given the CMC authority to authorize and approve official travel. The CMC issues all orders directing a permanent change of station (PCS), but has delegated the authority to issue orders for temporary duty (TDY) to specified commanders of Bases, Divisions, Wings, and Marine Logistic Groups (MLGs). This authority can be delegated down to the regimental group level when those units must operate independently. Individuals with order issuing authority may not approve orders for themselves; they must go to the next higher level for approval.

B. A single set of orders should be issued for the complete duration of the anticipated TAD trip. For example, if the duration of the TAD period is 34 days, orders must reflect 34 days (to include travel days). This is to ensure appropriate entitlements are accounted for. This does not preclude two separate back to back TAD trips. The order issuing authority must ensure:

1. TDY purpose is essential official business in the Gov't's interest;
2. TDY objective cannot be accomplished less expensively by correspondence, teleconferencing, web based communications, or other appropriate means. *This must be certified in a statement on the order;*
3. TDY duration is no longer required to complete the official business;
4. Number of TDY travelers is held to the minimum;
5. Traveler's eligibility is based on official necessity and qualifications to best perform the mission;
6. TDY assignment is not for an unauthorized person to travel at Gov't expense accompanying/joining an eligible traveler ICW the official travel; and
7. Employee is informed of the tax implications ICW ITRA.

### 10202. AUTHORIZED FORMS OF ORDERS

A. Reference:

1. JTR Chapter 2
2. DODFMR Vol 5
3. MCO P1000.6
4. MCO 1001R.1
5. MCO 1050.3
6. MCO P1900.16

B. General: A competent order may be in written format or issued as an oral order. An oral order must be subsequently confirmed in writing. Orders must comply with references. Orders should

include notice that if the order conflicts with the JTR, the JTR prevails. Generally, temporary duty travel outside of the Defense Travel System (DTS) requires order issuing authorities to use the SABRS order writing system. In cases in which travelers are not within the normal scope of TDY travel, e.g. family members traveling under unusual circumstances, travel may be directed by other written means. Generally, permanent duty travel outside DTS requires orders generated by Web Orders via HQMC (MM), except in cases when local authorities are authorized to issue interdepartmental PCS orders, e.g., Marine Corps Districts or Marine Security Guard Battalion transfers between posts.

### **10203. TYPES OF ORDERS (ACTIVE COMPONENT)**

A. Reference:

1. JTR Chapter 4
2. DODFMR Vol 5
3. MCO P1000.6
4. MCO 1001R.1
5. MCO 1050.3
6. MCO P1900.16

B. PCS. The assignment or transfer of a member or unit to a different permanent duty station (PDS) under a competent order which neither specifies the duty as temporary, nor provides for further assignment to a new PDS, or direct return to the old PDS.

C. Duty Under Instruction (DUINS). When a member is transferred, or assigned under a PCS order, to a school or installation as a student to pursue a course (or courses) of instruction, and the cumulative duration of which is 20 or more weeks at one location, such school or installation is a PDS. Failure to complete such a course resulting in issuance of a new order prior to the expiration of a 20-week period does not change the fact that the order, based upon the scheduled length of the course, constitutes a PCS orders.

D. TDY.

1. Duty at one or more locations, away from the PDS, under an order providing for further assignment, pending assignment, or to return to the PDS or to proceed to a new PDS. See Appendix G for instructions when orders direct “For Further Assignment (FFA)”.

2. The period spent at a location while processing for separation from the Service, release from active duty, placement on the Temporary Disabled Retirement List (TDRL), or retirement, when the last PDS is different from the location at which processing is accomplished.

3. Temporary Duty Under Instruction (TEMINS). TEMINS is TDY performed at one or more locations, other than the PDS, at which a member performs TDY at a school or installation as a student to pursue a course(s) of instruction, under an order that provide for further assignment to a new PDS or return to the old PDS upon completion of training/instruction. A TEMINS order is for duration of less than 20 weeks at one location. Justification is required for TEMINS orders for a duration of more than 20 weeks at one location.



4. Permissive Travel. A permissive travel authorization authorizes", rather than "directs", the traveler to proceed on TDY, and indicates that the travel may be performed at the option of the individual. This type of authorization is issued to permit a member to be officially absent from duty and to perform travel at personal expense, as necessary, for the purpose indicated in the authorization and when the benefit to the service is not sufficient to warrant expenditure of Government funds. The separation manual for examples of occasions when Permissive Travel may be granted. Such an authorization must contain the following statement: "This order is issued with the understanding that the traveler is responsible for any travel or transportation allowances at his/her own personal expense. If the traveler does not desire to accept this authorization under those conditions, the authorization is revoked and must be returned for cancellation."

5. Non-entitlement travel orders. In cases where no entitlement to per diem, travel, and transportation allowances exists, travel vouchers will not be completed and submitted to the DO/FO as it is a waste of valuable resources.

#### **10204. REQUIRED SIGNATURES**

A. Reference:

1. DODFMR Vol 5
2. SECNAVINST 5216.5D
3. MCO P1000.6

B. Signatures on letter-type orders and DD Form 1610 (Request and Authorization for TDY Travel of DOD Personnel) must comply with the Naval Correspondence Manual SECNAVINST 5216. See Chapter 4 of the ACTS Manual MCO P100.6 for directions on completing the DD Form 1610 for a civilian employee. Orders issued via SABRS and DTS are electronically signed.

C. An authorized individual must initial an order bearing the Commander's facsimile signature. This individual must be authorized in writing by the Commander to use the facsimile signature.

D. In accordance with DODFMR Vol 5 travel claims can be substantiated with legible copies of orders. DO/FO will accept signed copies of orders and endorsements when processing travel advances and settlements. If fraud is suspected or identified the voucher will be processed per the DODFMR Vol 9.

#### **10205. MODIFICATION TO ORDERS**

A. Reference:

1. JTR Chapter 2

B. A modification to an order when the allowances can be authorized or approved is issued as follows:

1. Authorized. This type of modification must be issued prior to the commencement of the travel status or prior to the time for which the modification would apply.

2. Approved. This type of modification may be issued after the travel has been performed, but cannot create, change, or deny an allowance already authorized.

3. The JTR specifies whether an allowance can be authorized or approved

4. A written modification to a TDY order is not needed if the AO signs the DD 1351-2 in block 21A or proper justification is provided identifying what is being approved.

5. For reservists on MROWs orders, endorsements that deviate from the original entitlements require a modification of the original orders in MROWs in order to properly account for funding. All modifications to original orders must be included in the voucher prior to settlement.

NOTE: DO/FO travel personnel should obtain MROWs access.

#### **10206. RETROACTIVE MODIFICATION TO ORDERS**

A. Reference

1. JTR Chapter 2

B. General: Except to correct or to complete an order to show the original intent, a travel order must not be revoked or modified retroactively to create, deny, or change an allowance (Example: It would be improper to amend a travel order to 'un-authorize' POC travel, after travel had been completed, that the travel order had clearly permitted, or to change a PCS move to TDY after the travel had been completed.) However, when an obvious administrative error is made or travel requirements change such that the allowance cannot be authorized before the completion of such travel, a modification to the order can be made. The modification must provide a statement to the effect that due to an obvious administrative error or a change in the travel requirements, the order is modified to allow payment of the proper allowances.

#### **10207. CANCELLATION OF ORDERS**

A. Reference:

1. JTR Chapter 2

B. The commanding officer is required to provide a copy of the cancellation of an order or a travel settlement package to the DO/FO in cases when the member has received a travel advance. Upon receipt, the DO/FO must recoup the total unearned portion of the advance.

C. DO/FO must verify the order type, start, and stop dates against the D860 screen. If a remark is resident in the "adjust flag" section of the D860 screen, that means the order has been modified or canceled. DO/FO must obtain correct orders to avoid an unmatched disbursement.

#### **10208 EFFECTIVE DATE OF ORDERS**

A. Reference:

1. JTR Chapter 2

B. The effective date of an order is the first constructive travel date of the last leg of travel. It is the date the Marine must begin travel in order to arrive at the appointed place at the appointed time. It establishes a working date, which affects virtually all travel allowances. For a member being separated or retired, the effective date of orders is the last day of active duty.

C. For example, a LCPL is ordered to execute a PCS from Camp Lejeune, NC to Camp Pendleton. He detached on 1 June and is ordered to report to his new PDS on 30 June. He is authorized up to 8 days travel, but based on the mode of transportation utilized, he only rates 5. He travels by Privately Owned Conveyance (POC) 1,400 miles 4 days of travel and Commercial Plane (CP) 1 day travel. The effective date of orders would be determined as follows:

1. Date he reported to PDS 30 June.
2. Less 5 days travel time allowed 25 June.
3. Add 1 day 26 June
4. Effective date of PCS orders 26 June

D. The elapsed time would be computed as follows:

1. DT 6/1.
2. DE 6/2 to 6/25 (24).
3. TR 6/26 to 6/30 (05).

Note: The effective date of orders is the first day charged in the elapsed time as travel.

#### **10209. TRAVEL UNDER CLASSIFIED ORDERS**

A. Reference:

1. DODFMR Vol 9

A. All personnel processing classified payments must have the appropriate clearances and must be assigned in writing. The source documents must clearly identify the classification. The classification is determined by the Commander. The source document must contain at a minimum the payee, the location, the duration, and the LOA.

B. Process claims involving secret and confidential travel orders as follows:

1. The traveler will prepare a DD Form 1351-2. The traveler must list the complete itinerary on the form, and must attach all orders and receipts.

2. The traveler will hand carry the travel voucher and supporting documentation to the designated travel representative responsible for classified vouchers.

3. After computing the travel entitlements, the responsible individual will prepare a separate "dummy" travel voucher.

4. A classified travel claim is paid on a "dummy" voucher which identifies the payee, the amount to be paid, and the LOA. The itinerary reflects "Classified Location". A statement is made on the face of the voucher that the source documents supporting the payment are maintained at the Classified Materiel Storage (CMS) vault. The "dummy" voucher reflects the grand total and no computations to identify per diem rates

and thus locations. No source documents are attached to the "dummy" voucher, which is the only thing that is processed through WinIATS and Electronic Document Access (EDA). Computations for the actual classified voucher will be kept with the actual travel voucher and sent to the CMS vault. The actual classified voucher cannot be maintained within the DO/FO once processing is complete.

5. Because the classified documents cannot be maintained within the DO/FO, the classified claim must be processed on the same day received. The classified documents will then be moved to the CMS vault by the close of business.

## **1-3. ENDORSEMENTS**

### **10301. REPORTING AND DETACHMENT ENDORSEMENTS**

A. Reference:

1. MCO 1000.6

B. Commanders are responsible for providing an endorsement reflecting the effective date, the time, and the place of receipt. An order or endorsement is not effective unless it is signed. Accordingly, all orders and endorsements must be signed. In a case when the Marine fails to report by the time and date directed on the PCS order, an endorsement either justifying the delay or an endorsement indicating the member was in an unauthorized absence (UA) status must be provided to the DO/FO.

C. An accession traveler frequently does not have a complete copy of his/her orders and endorsements from previous commands upon reporting to a TDY site or the first PDS. To facilitate the settlement of travel claims, in the absence of complete orders for Marines in the accession pipeline, DOs/FOs may accept a certified page 3 or CHRO screen from the Marine Corps Total Force System. Travelers are required to submit all properly endorsed orders.

D. Permissive Recruiters Assistance Program (PRASP) Orders.

1. When there is no deviation between the member's PRASP orders and his travel itinerary on the DD form 1351-2, the travel voucher will be settled without endorsements to the PRASP orders.

2. When the PRASP order is not issued or available, the travel section can utilize either a PRASP endorsement from the recruiting station or a memo for the record from the gaining command. When the gaining command provides the endorsement it must include the point of contacts name, phone number, and the dates and location of the PRASP.

### **10302. QUARTERS AND MESS ENDORSEMENTS**

A. Reference:

1. JTR Chapter 2
2. MCO 1000.6

B. The member must provide a statement from the TDY location of non-availability or confirmation when Government quarters and/or messing are directed but not available (i.e., a certification/statement of non-availability (CNA/SNA). The schoolhouse commander makes all government quarters and messing determinations for a member ordered to a service school or school house.

C. Government Quarters and messing cannot be directed when the TDY site is not on a Government installation. With certain exceptions such as Schoolhouse Training, TDY aboard ship or JTF Operations and Exercises, if the orders are silent to quarters and messing the Commercial Rate applies.

D. All non-privatized lodging facilities on a military installation are considered Government Quarters. Example: If the traveler is at Quantico and directed to use Government Quarters, the traveler may stay at either the Crossroads Inn or Liversedge Hall as both are considered to be Government Quarters by service determination. The traveler is not required to obtain a Statement of Non-availability from Liversedge

prior to staying at the Crossroads Inn.

Note: Privatized housing/lodging of any style or type and in any location is not government quarters except for the navy barracks privatization test <http://www.defensetravel.dod.mil/site/govLodging.cfm>.

E. If a Member uses commercial quarters when government quarters have been directed and are available, limit the lodging cost to the government quarters rate. The member must submit the government quarters rate from the TDY location along with the travel settlement.

F. Members that have use of a dining facility on weekends are NOT authorized the proportional meal rate just because the facility offers brunch and dinner. Brunch hours are extended long enough to encompass both, breakfast and lunch hours, and individuals are not limited to a single meal.

G. A member who is issued non reporting orders is not exempt from obtaining a CNA/SNA.

H. Some OCONUS lodging locations do not meet the force protection requirements, but are still listed within the DTS module. In those cases, the Approving Official may approve lodging using the reason code "Mission" citing "IAW Diplomatic Security Standards" and will be reimbursed for the lodging obtained.

### **10303. CONFERENCE FEES**

A. Reference:

1. JTR Chapter 4

B. Background. When attending a conference a traveler must identify whether or not meals were provided per the DODFMR Vol 9 and JTR. An inconsistency was identified when a traveler attended a conference where meals were provided and no conference fee was accessed.

C. Administrative office actions. Ensure that all conference travel claims have a statement on whether or not meals were provided to the traveler while attending the conference. This requirement exists whether or not a conference fee is accessed.

D. DO/FO actions. If the conference travel claim does not have a meal statement, then the DO/FO may only reimburse the deductible meal rate on the travel claim for the days of the conference. This action will avoid overpaying the traveler.

## **1-4. APPROPRIATION DATA**

### **10401. PERMANENT CHANGE OF STATION APPROPRIATION DATA**

**A. Reference:**

1. Fiscal Instruction Manual (FIM)
2. DODFMR Vol 4

**B. General:** The CMC funds PCS travel with TDY in route if it is an integral part of the PCS. General guidance for accounting data can be found in reference FIM. The members PCS web orders will contain the PCS appropriation data. The PCS appropriation data will also be available for view within MCTFS (D860 remark). Verify that the remark flag is not populated on D860 remarks screen and SDN used corresponds with travel completed.

**C. Action.** Utilize the PCS line of accounting (LOA) and standard document number (SDN) listed on the web orders.

1. Charge the appropriation according to current policy. Cite the current subheads and Functional Account Numbers (FANs) as identified in FIM. Note that expenses for taxis or buses to and from the local terminals, and miscellaneous reimbursable expenses such as tolls should be charged to the per diem FAN.

2. If a non-accession PCS claim involves TDY en-route (TEMINS) the orders must contain a distinct LOA for the TDY period. When the TECOM Funding is not issued at the time of the WEB ORDERS, TECOM will issue a funding letter that will contain the member's information and LOA for the specific course. The TECOM funding letter will be added to the supporting documents for settlement of the member's travel claim. If the TEMINS spans fiscal years (FY) there must be an LOA for both FYs.

3. Checkages: if a claim results in an amount due the U.S. report the MilPay LOA for the amount of the checkage for the FY of the checkage.

4. When processing W95 travel claims, all TAD entitlements are to be charged against the PCS LOA. Entitlements for the TAD period are charged under the per diem and mileage LOA.

**D. Separation Travel.** Per the LOA for all separation travel will be reflected in MCTFS on the D860 screen. The Separation orders (retirement, W95, 11060, etc.) must cite the LOA from the D860. Use the LOA and SDN from the D860 and the object class and FANs from for orders dating FY08 and earlier.

**E. Deployed Disbursing System (DDS) Reject Report.**

1. The fiscal section will make available any reject reports produced during the processing of the travel business. These payments will be returned to the travel section for correction and resubmission. The Disbursing Officer/Finance Officer is required to research and correct rejects within 48 hours (two working days). Each reject is to be annotated and dated with corrective action. Annotate rejects found to be discrepancies returned to admin. The Disbursing Officer/Finance Officer is to retain the DDS Reject Report for 10 years. Disbursing Officer/Finance Officer will establish procedures for correcting these types of entries. The Internal Control Section can analyze trends by reviewing the section's corrective action annotations and provide guidance to prevent future errors.

2. A reject is created when any element (e.g., subhead, object class, cost code, dollar value etc.) of the appropriation data is incorrectly reported on a settlement.

a. “Invalid - Accounting data not on CMET, FY: 8 Dept Cd: 17 Appn: 1105 Subhead: 2731 BCN: 43690 SA: AAA: 067443”:

1) Verify WinIATS line appropriation (LOA) data element against original orders to ensure LOA were typed correctly.

2) Verify LOA against obligation in SABRS to identify any inconsistencies with the LOA.

3) If previous two steps don't identify any inconsistency contact responsible comptroller to ensure LOA is obligated using procedures.

b. “Invalid Treasury data”

1) Validate the document data element against the results from the Centralized Master Edit Table (CMET). If accounting data isn't in the Centralized Master Edit Table (CMET) then contact RFF for guidance. <https://cmet.csd.disa.mil/search.asp>

c. “Invalid – Accounting Line Amount. 00000000000000”:

1) : Review all LOAs processed on travel claim to ensure they contain a dollar value. (I.E. \$13.00 or -13.00)

d. “Sum of Accounting Lines Amount must equal the Voucher Amount” (1033.73) or (-45.00):

1) Verify that all LOAs are input to identify all travel entitlements (i.e. 2D, 1K, 2I and 2D credits) and add up to the total dollar amount of the voucher settlement.

2) Validate travel claim to ensure the claim didn't result in a checkage and the required 2I line is required to balance out LOAs.

e. “Transaction Already Exists in DDS”:

1) Research and verify that a duplicate travel claim isn't being processed for the same travel order and dates. Then either delete off business or reprocess on a different business day.

f. Duplicate Payments found

1) Research and verify that duplicate travel payment wasn't previously processed for the same travel order and dates. Then either delete off business or reprocess on a different business day.

g. If a settlement was paid utilizing an incorrect SDN/LOA, and the transaction did not reject, an unmatched disbursement (SDN/LOA error), will have been generated in the accounting system (SABRS) and reflect on the Problem Disbursement report. These errors will be processed by the Marine Corps Pay Reconciliation Team (MCPRT). The DO/FOs are to assist MCPRT by providing back-up documentation via EDA/CEDMS and or/contacting local Commands for corrected orders, modifications, obligations, etc.



h. If the improper LOA was not identified on the Problem Disbursement Report then the DO/FO will contact MCPRT and request correction of the SDN/LOA via 1081. DO/FO will not submit 1081 corrections to DFAS Cleveland

i. If an advance was paid utilizing an incorrect SDN/LOA and did not reject, notify MCPRT to take corrective action. When the claim is settled the credit for the advance issued will be cited on the settlement with the LOA issued in the orders, creating a clean audit trail and clearing the obligation.

#### **10402. TEMPORARY ADDITIONAL DUTY APPROPRIATION DATA**

A. General: The command that benefits from the TDY funds the TDY travel. For active duty personnel and Marine Corps Government employees, DTS is the official order writing system. Only when DTS cannot be used will the SABRS order writing sub-system be used. For Marine Corps Reserve Personnel, MROWS is the official order writing system. Before issuing orders to personnel under their respective jurisdictions, Commanding Officers must ensure that their commands have sufficient funds available to fund the orders and that a correct obligation is posted in the official accounting system.

1. Advances. Advances for TDY must be charged to the fiscal year in which the TDY is performed. Advances are paid utilizing the appropriation on the TDY orders.

2. Incorrect Appropriation Cited on TDY Order. A separate funding document or a letter/email can support any changes to the incorrect appropriation listed on the order.

3. Modification of TDY Order While the Traveler is in a Travel Status. When an order is modified while the traveler is in a travel status, with a different appropriation being used to fund the change, but not absolving the previous funding cite of its responsibilities, charges against the first appropriation cease the day before the traveler's revised order become effective. In such cases, the appropriation chargeable under the revised order is not required to reimburse the appropriation chargeable under the preceding orders for travel expenses incurred before the effective date of the revised order.

#### **10403. TWO FISCAL YEARS INVOLVED**

A. Operations and Maintenance Appropriations (O&M). When O&M funds are used, charge travel, per diem, and miscellaneous expenses for the fiscal year the allowances accrue. Example: If travel begins 29 September 2015 and ends 3 October 2015, 29 and 30 September 2015 are charged to fiscal year 2015, and 1 through 3 October are charged to fiscal year 2016.

B. Transportation Expenditures. Charge transportation expenses to the appropriation for the fiscal year in which these services were purchased.

C. Mileage/Monetary Allowance in Lieu of Transportation (MALT). Charge mileage for TDY to the fiscal year in which the travel for each leg of the journey began. Charge MALT for PCS based on current guidance.

## 1-5. NON-DTS CLAIM PREPARATION AND SEPARATION OF DUTIES

### 10501. NON-DTS CLAIM PREPARATION

A. Reference:

1. DODFMR VOL 9

B. Fill in the blocks with the required information on the DD1351-2. Members must ensure their point of contact information reflects current information in the Blocks 6-7. This will be the primary method of contact for any questions that may arise on your travel claim. **Reserve members on ADOS orders will annotate their plead/primary address in Block 6 of the DD1351-2. This address should be the same address cited on the orders; no other address should be accepted.** Annotate any advances received for the respective travel in Block 9. Block 11 must contain the previous command information. Claims must contain a complete itinerary in Block 15, which covers the entire period of travel.

1. PCS. The departure location in Block 15 will be the member's detaching PDS, as applicable for Reserve members. For further information on specific requirements needed on a PCS claim, refer to Chapter 2 and 5 of this manual.

2. NON-DTS TAD. Travel claims will begin at the member's residence or PDS as applicable. There is no requirement to identify travel from the residence/PDS to a carrier terminal unless the amount claimed is extremely doubtful. Any applicable mileage or taxi fee will be claimed as a reimbursable expense; however, the member is required to list the date of departure from and arrival to a port of embarkation/port of debarkation. For further information on specific requirements needed on a TAD claim, refer to Chapter 4 and 5 of this manual.

### 10502. SEPARATION OF DUTIES

A. Reference:

1. DODFMR Vol 9
2. DODFMR Vol 5

B. The traveler assumes responsibility for the accuracy of the claim upon signing block 20A of the DD 1351-2, even if someone else prepares the voucher on their behalf. The traveler is attesting that the claim is true and that they are aware of their personal liability for filing a false claim. Commanders and offices involved in the travel claim process may have clerks assist travelers by preparing their travel claims. Clerks must annotate in Block 10.D "Travel claim prepared by (legible rank and name)".

1. ***PCS. Effective immediately, PCS claims only require the signature of the member.*** The travel is validated through the command orders and reporting endorsements.

2. NON-DTS TAD. Personnel who review, authorize, and approve travel are considered Department Accountable Officials (DAO) and must be appointed via a DD577 per reference (2). A

Commanding Officer may retain any single position (not multiple) within the routing process, but must be appointed via a DD577 by the next higher commander. An assumption of command letter will not suffice. Clerks that assist in preparing NON-DTS TAD travel claims may be appointed as reviewing officials (RO). Block 20.C will contain the legible printed rank and name and will sign Block 20.D. All NON-DTS TAD travel claims will be signed a properly appointed approving official (AO) in Block 21.B. A copy of the DD 577 will be provided to the DO/FO for retention.

## 1-6. OVERPAYMENTS, LOST RECEIPTS, AND TRAVEL EXPENSES OF OTHERS

### 10601. OVERPAYMENTS

A. General: If a travel settlement results in an overpayment, a master military pay account (MMPA) checkage must be initiated. The Leave and Earnings Statement (LES) is used to notify the member of the overpayment prior to establishing the delayed checkage, which allows the member to change the payment schedule. If a traveler desires to remit the payment by cash, check or money order after being notified of the checkage, for the procedures on offsetting a delayed checkages with cash deposit and refer them to the Pay Deck. The following are two examples of how to charge the LOA when claims result in overpayments.

B. Overpayment Resulting from an Advance Payment.

AA17*1105.2750 021 41690 067443 2D 074125 FROMSABRSDNL	\$100.00
AA17*1105.2750 021 41690 067443 1K 000000 000MEMBERSSN	\$200.00CR
AA17*1105.2702 011 12691 067443 2I IATSTA 41TRVLADVENL (FOR ENLISTED)	\$100.00

The SDN for the 2I LOA M000270\*MO002TA (Enlisted)  
(\* =FY, 10th digit is Alpha "O")

C. Overpayment Resulting from an Incorrect Payment.

AA17*1105.2750 021 41690 067443 2D 074172 FROMSABRSDNL	\$200.00cr
AA17*1105.2701 011 11691 067443 2I IATSTA 41TRVLADVOFF (FOR OFFICER)	\$200.00

The SDN for the 2I LOA M000270\*MO001TA (Officer)  
(\* =FY, 10TH digit is Alpha "O")

NOTE: When processing a 2I line for PCS the cost code will be three zeros followed by the members SSN. For TAD 2I line the cost code will be the code cost from the TAD orders.

### 10602. VALID RECEIPTS

A. Reference:

1. JTR Chapter 2
2. MCO P1000.6

B. General:

1. The name of the company providing the service (e.g. The name of the hotel, airline, rental car agency)
2. Date specific services were rendered or articles purchases, and the unit price.

For lodging statements/receipts, the name and address of the lodging facility, the dates the lodging was obtained/used, whether or not others shared the room, and the cost of a single room. [The name of the lodging facility is only required for commercial lodging facilities. Receipts received from lodging facilities aboard a government installation, for example BOQ aboard Camp Lejeune, are not required to have the name of the](#)

facility on the receipt. Lodging receipts from OCONUS locations, in a foreign language, must be accompanied by a statement in lieu of lost receipt [see paragraph (c) below].

3. Information stating that the amount due was paid by the traveler. If the document shows an amount due, with nothing to indicate the traveler paid the amount then it is assumed that the traveler has not paid.

a. Hotel Receipts: There must be positive indication of payment or method of payment for the document to be a receipt. In the case of some receipts, immediately after the AMT DUE on the receipt it states "WILL BE CHARGED TO VISA xxxxxxxxxxxx???" which constitutes a positive indication of payment. If the traveler utilizes an express checkout option that shows only the amount due, the traveler will need to procure a paid in full receipt from the hotel or rental car company.

b. A rental car receipt of less than \$75 is not required per the JTR; however a receipt is necessary to validate expenses were incurred, regardless of amount. In CONUS GPS, insurance, additional fuel, unjustified upgrades, and rental car damages not ICW official business are not reimbursable. In OCONUS GPS, insurance, additional fuel, and unjustified upgrades maybe reimbursed.

c. Statement in lieu of lost receipts: If a required receipt is lost, the traveler must sign and attach a statement or certificate in lieu of receipts including all required information. For example, a lost lodging receipt must include the complete name, address, phone number of the place of lodging, dates of occupancy, and number of occupants. The statement must specify a separate cost for the daily amount for lodging and taxes. Lost rental car receipts will identify the type of car (compact, full size, van, etc...) and optional purchases such as insurance. For most claims the traveler will not be required to provide a duplicate copy of a receipt and his statement or certificate will suffice. (I.E. there is no need to contact the airline or hotel for a duplicate receipt).

4. If the government travel charge card was not utilized, traveler must submit positive proof of payment (i. e. credit card statement, statement from traveler that cash was utilized, etc)

C. If occupied jointly by the claimant and a person(s) not under official orders, the single room rate plus taxes must be included.

D. If occupied jointly with another member/employee on official orders, the member claims half the room rate and taxes.

### **10603. TRAVEL EXPENSES OF OTHERS**

A. Reference

1. JTR Chapter 4

B. The JTR prohibits government traveler reimbursement for expenses incurred by or on behalf of other government personnel. Approving Officials must immediately cease approving travel vouchers in which travel expenses of other personnel are claimed. These approvals expose officials to potential pecuniary liability for resultant erroneous payments. Furthermore, Government Travel Charge Cards are not authorized for use to pay the travel expenses of individuals other than the cardholder.

### **10604. DUAL LODGING**

A. Reference:

1. JTR Chapter 2 & 4

B. The purpose of dual lodging is to compensate the member for lodging expenses

C. The max limitation is 7 consecutive days (see exceptions concerning long term TDY in the JTR Chapter 4).

D. Dual lodging is not to exceed the per diem plus lodging tax that would have been paid had the traveler remained at the original overnight TAD location. Dual lodging is a miscellaneous expense.

Example 1: Long Term TAD to DC for 210 days. If the max lodging rate is \$200 per night and the length of the TAD results in a lodging entitlement of 55%, then the member would be entitled to \$110 per day. TAD location A.

The member is staying at the Motel 6 for \$59.95 per night (TAD location A). During the long term TAD at location A, the member is entitled to \$110 per day due to the flat rate per diem being an "entitlement".

The member is directed to conduct concurrent TAD for more than 30 days to Camp Lejeune, (TAD location B). The member is also entitled to dual lodging. The member would then rate to actual expense of \$59.95 plus tax (from location A) for the dual lodging portion. This is because dual lodging is a miscellaneous reimbursement NTE the rate the member would have been paid had the member stayed at the original TAD location. The member is required to provide receipts for the dual lodging location (original lodging location).

Example 2: Long Term TAD to DC for 210 days. If the max lodging rate is \$200 per night and the length of the TAD results in a lodging entitlement of 55%, then the member would be entitled up to \$110 per day. TAD location A.

The member is staying at the Comfort Inn for \$119.00 per night (TAD location A). During the long term TAD at location A, the member is entitled to \$110 per day due to the flat rate per diem being an "entitlement".

The member is directed to conduct concurrent TAD for more than 30 days to Camp Pendleton, (TAD location B). The member is also entitled to dual lodging. The member would then be limited to \$110.00, (flat rate per diem from location A) for the dual lodging portion. This is because dual lodging is a miscellaneous reimbursement NTE the rate the member would have been paid had the member stayed at the original TAD location. The member is required to provide receipts for the dual lodging location (original lodging location).

Example 3: Long Term TAD to DC for 210 days. If the lodging rate is \$200 per night and the length of the TAD results in a lodging entitlement of 55%, the member would be entitled up to \$110 per day.

The member is staying at the Comfort Inn for \$119.00 per night. During the long term TAD at the original DC location, the member is entitled to \$110 per day due to the flat rate per diem being an "entitlement" of a maximum of 55%.

If the member is directed to conduct concurrent TAD for more than 30 days in which dual lodging is entitled for 30 days, the member is entitled to flat rate per diem at the concurrent TAD site and the actual expense of \$110.00 during the dual lodging portion due to dual lodging being a miscellaneous reimbursement NTE the rate the member would have been paid had the member stayed at the original TAD location. The member is required to provide receipts for the dual lodging location (original lodging location); however, the member is

not required to provide receipts for the concurrent TAD location due to the concurrent TAD location being a flat rate per diem location.

NOTE: For member's that pay rent at their original location, the daily amount NTE for dual lodging will consist of the prorated amount of rent and all applicable utilities.

E. Funding:

1. Under contingency mobilization (M00091) the funding for the dual lodging is charged to the M00091 appropriation.
2. Under non-contingency mobilization the funding for the dual lodging is charged to the entity that is ordering the concurrent TAD.

## **10605. FOREIGN CURRENCY CONVERSIONS**

A. Reference:

1. DODFMR Vol 9

B. For OCONUS travel purchases, the traveler must provide the following: the total amount of the expense in foreign currency, the exchange rate on the day of purchase for cash purchases or the exchange rate the credit card was billed for credit card purchases, and the bank charge for conversion of U.S. dollar to the foreign currency. OANDA is the only acceptable currency conversion website for cash purchases. The traveler must provide the GTCC bank statement for all GTCC transactions.

C. If the traveler has not provided the required information per the reference; the DO/FO will utilize the GTCC bank statement to ensure the proper U.S. dollar amount is paid. For cash purchases, the DO/FO will utilize OANDA for the purchase conversion rate.

## **10606. FIELD DUTY**

A. Reference:

1. JTR Chapter 4

B. Field duty orders may only be issued for members that are participating in maneuvers, war games, field exercises or similar types of operations. Based on this, the following answers are provided:

C. Question 1: Can field duty orders be issued for members traveling from Iwakuni to Okinawa for the sole purpose of participating in annual marksmanship training?

Answer 1: No, the members must be issued appropriate funded temporary additional duty (tad) orders for the training period since the duty is away from the permanent duty station and does not meet the definition of field duty.

Question 2: What are the appropriate tad entitlements to be paid to the service members traveling from Iwakuni to Okinawa for the sole purpose of participating in annual marksmanship training?

Answer 2: The approving official (AO) must determine if government messing and quarters are available to the service members. If there is availability the orders must direct government quarters and

messing. If there are two or more members traveling together the AO may direct no/limited reimbursement for the days of travels. All tad entitlements will be paid in accordance with the JTR, chapter 4.

D. Commands must ensure the appropriate basic allowance for subsistence (BAS) is reported in accordance with the PRIUM.



## **1-7. BUSINESS PROCESS**

### **10701. SYSTEM GENERATED DIARIES AND MCTIR**

A. Upon completion of the daily travel business, the DO/FO creates a Marine Corps Travel Interface Record (MCTIR) and online diary files from DDS. The DO/FO that computed the payment must ensure that the MCTIR and DDS diary files are electronically transmitted daily for each business day, but no later than the close of the following business day.

B. After the MCTIR posts, the DO/FO must delete the '99999' diary in MCTFS.

C. The DO/FO responsible for computing the travel voucher must verify that all the entries from the DDs diary file post correctly.

D. DO/FOs will be responsible for the correct reporting of all rejected entries from their diaries. Once validated, the DO/FO will sign and date the Diary Transaction Report. The Diary Transaction Report will be maintained on file along with the VAP for 10 years.

### **10702. OUT OF BALANCE DOCUMENTS AND 617 ENTRY**

A. DO/FO will review all travel diaries utilizing the Diary Transaction Report to identify which members have already separated from active duty.

B. Open an Out Of Balance Doc in DTMS and report TTC 617 unit diary entry on the member.

## **Chapter 2 PERMANENT CHANGE OF STATION (PCS)**

### **2-1. GENERAL PROVISIONS**

#### **20101. TYPES OF ORDERS (PERMANENT DUTY TRAVEL)**

- A. Accession – Travel from entry on active duty to the first permanent duty station.
- B. Operational – Travel performed CONUS to CONUS and CONUS to OCONUS.
- C. Rotational - Travel performed OCONUS to OCONUS and OCONUS to CONUS.
- D. Separation – Travel performed in conjunction with end of active service.
- E. Training – Travel performed to a DUINS location.

#### **20102. SUBMISSION OF TRAVEL CLAIMS**

- A. General: Units are mandated to submit all travel claims via DTMS-T.
- B. Submission to the DO/FO organizational mailbox is the preferred method for separation settlements for tracking purposes.
- C. Separation settlements may be submitted via U.S. Mail, fax, or a commercial carrier (i. e. FedEx, UPS, DHL, etc.).

In the event that DTMS is inoperable for more than 3 consecutive business days, submit travel claims via the DO/FO organizational mailbox.

NOTE: Indicate the date of submission for each travel claim received via the DO/FO organizational mailbox with a date stamp or printed copy of the email.

#### **20103. PERMANENT DUTY TRAVEL TIMELINES**

- A. Reference:
  - 1. DODFMR Vol 9
- B. PCS Advances – Cannot be submitted 5 days prior to processing of payment. Advances will be processed by the DO/FO no earlier than 10 business days prior to detaching the PDS.
- C. Separation Advances – Cannot be paid more than 10 business days prior to the projected commencement date of travel.
- D. Personally Procured Move (PPM) Advances – Cannot be paid more than 10 business days prior to the pick-up date annotated on the DD form 2278.
- E. PCS Settlements – DO/FO must process vouchers within 5 business days from the date voucher was submitted.

F. Separation Settlements – DO/FO must process vouchers within 5 business days from the date voucher was submitted, but cannot be paid prior to the traveler's end of active service (EAS).

NOTE: A business (working) day is defined as a standard Monday through Friday weekday from 0001-2359. The business day immediately following receipt of a claim is considered the first processing day. The day the settlement is processed for payment is considered the last processing day. Despite the cutoff time for processing vouchers, the last processing day is still counted in the settlement process because the day of receipt is not counted. Extenuating circumstances such as system problems and non-workdays due to holiday schedule (96/72) are not included in the days of processing time. A memorandum for the record must be produced and retained.

#### **20104. PCS TRAVEL ADVANCE GENERAL**

A. Reference:

1. DODFMR Vol 9

B. A member may request a travel advance after receiving orders directing a permanent change of station (PCS). Refer to Department of Defense Financial Management Regulation (DODFMR), Volume 9, Chapter 3 and Chapter 5 for further guidance. It is imperative that travelers be made aware that advances for family member travel should only be requested if the family intends to report in at the same time as the member. Members requesting an advance for dual POV must annotate this on the NAVMC 11115 or on the DTMS addendum page. If the traveler does not execute orders any advances issued to the traveler and/or their dependents will be checked.

C. Member and Family Members Do Not Travel Concurrently. An advance for family member travel and transportation allowances cannot be paid if the family members will not complete their travel with or travel before the member reports to the new PDS. Otherwise, the advance can be paid no more than 10 days (date of payment) prior to when the family member(s) will commence their travel.

#### **20105. PCS ADVANCE REQUIRED SUPPORTING DOCUMENTS**

A. Reference:

1. OMB Circular-123

B. A copy of the member's orders, all endorsements, NAVMC 11115 and pertinent information must be submitted in order to properly determine the amount payable is required. The DO/FO maintains hard copy or electronic format of all documents internally until submission to EDA has been completed. Additionally, all offices must submit their travel voucher settlements within 5 business days via (EDA as part of the original financial returns. For deployed operations, the settled travel voucher (regardless if computed manually or within WinIATS) is uploaded to EDA within 5 working days of the business date processed. For deployed units that have disbursing support in the rear, all settled travel vouchers are uploaded to EDA with the daily business. DO/FOs will create a memorandum for the record in cases where EDA is inaccessible. The travel settlement voucher is the authority for disbursing and finance officials to make payments of Government obligations. It is imperative that disbursement vouchers contain complete and accurate data. Care must be taken when scanning travel settlement vouchers to be uploaded to EDA. Retains must be stored for 10 years. Utilization of EDA satisfies this retention requirement.

## **20106. PCS TRAVEL ADVANCE RESTRICTIONS**

A. Do not pay advance for PCS travel under the following circumstances:

1. If the member has not submitted a claim to settle an advance paid on a previous travel order. The commander may authorize an exception if circumstances prevented the member from submitting the claim when due.

2. Before an order is issued.

3. More than 10 working days (date of payment) before the travel begins, unless specifically authorized by the authority directing the travel due to extenuating circumstances causing the demand (for example, the member moves dependents before detaching) or at the discretion of the DO/FO).

## **20107. GOVERNMENT TRAVEL CHARGE CARD (GTCC)**

A. Reference:

1. DODFMR Vol 4

2. [DODI 5154.31](#)

B. Travelers [who are not directed by their servicing Installation Personnel Administration Center \(IPAC\) to use the outbound interview will not use the GTCC during PCS travel](#). This includes separation travel advances. The Agency Program Coordinator (APC) must deactivate the member's GTCC, prior to detaching from the old PDS to prevent GTCC usage during the PCS travel. Advances for PCS and separation travel should be obtained from the servicing DO/FO prior to detaching the PDS. This does not preclude an advance from being paid after the member's date of detachment from the old PDS.

C. [Active duty and active reserve travelers who completed an outbound interview prior to detaching for PCS travel will use the GTCC in lieu of a traditional travel advance. The GTCC will be used for all official PCS related travel expenses for the member and concurrently traveling dependents. Use of the GTCC for personally procured moves is not authorized. For frequently asked questions, see Appendix H.](#)

## **20108. PCS TRAVEL ADVANCE GUIDELINES**

A. Reference:

1. DODFMR Vol 5

B. Advance the traveler 80 percent of the amount anticipated to be earned for PCS travel. The order writing official may authorize an advance in excess of the 80 percent limitation on a case by case basis in order to prevent a financial hardship for the traveler. For separations travel, see Chapter 3 of this manual. Advances are paid via EFT. See Figure 3-1 for an example of an Advance Request.

NOTE: System administrator must ensure WinIATS is configured to process PCS Advance payments at 80% and Separation Advance payments at 100% of the mileage entitlement.

## **20109. PCS ADVANCE**

A. Compute the travel advance on a Monetary Allowance in Lieu of Transportation (MALT) plus

per diem basis unless the member:

1. Travels by a commercial mode and purchases his or her own ticket, the advance would then be based on the computed cost of transportation plus per Diem, but limited to the constructed cost (utilizing the city pair's YCA fare).

2. Is furnished Government Transportation or a GTR.

NOTE: If traveling by a mode(s) other than the one(s) on which the advances were based, their pay might be checked for the difference between authorized and allowed travel cost at the time when their claims are settled.

B. PCS travel advance document distribution is accomplished electronically as stated below:

1. Forward an electronic copy of the travel claim with the DO/FO's financial returns via EDA within 5 working days of the business dated processed.

2. All DO/FOs are required to maintain retain copies (hard or soft) until the vouchers have properly posted to EDA.

3. The Commanding Officer must obtain settled claims via EDA.

## **2-2 TLE AND DLA ADVANCES**

### **20201. TEMPORARY LODGING EXPENSE (TLE) ADVANCES**

A. Reference:

1. JTR Chapter 5

B. Advance TLE may be paid for the average number of days (as determined by the Commander at the new PDS) for which TLE is normally paid in connection with a PCS to the new PDS. This advance may be paid at the old or the new PDS. A member is not to exceed TLE for ten days if the new PDS is in CONUS, regardless of location of the old PDS. Members in CONUS transferring OCONUS are limited to a maximum of five days. See Chapter 2 of this manual.

1. The member must provide the DO/FO with the following information:
  - a. The dates of the anticipated TLE and location
  - b. The anticipated lodging expense (member is required to check Government quarters availability).
2. The number of family members that will be utilizing TLE.
3. If the member is executing a PCS order to a military installation, the temporary lodging facility rate must be provided or a statement of non-availability.
4. Advance should not exceed 100% of member's total potential entitlement.

### **20202. DISLOCATION ALLOWANCE (DLA) ADVANCES**

A. Reference:

1. JTR Chapter 5

B. Payment. DLA is only payable when the member specifically requests payment. DLA is paid in accordance with Chapter 2 of this manual.

1. A traveler with family members authorized to travel in the member's PCS order may request DLA at the "with dependent" rate. DLA for E6 and below without family members will not be paid before travel is completed unless a statement from the gaining command is provided stating that Government quarters at the new PDS will not be assigned.
2. DLA at the "without dependent" rate for E7 and above can be paid based on a statement from the member that Government quarters will not be utilized.

Note: E7 and above traveling OCONUS without dependents must contact gaining command to validate that government quarters will not be assigned. However, additional documents are not required to pay advance. If a member does not move into government quarters they are still entitled to DLA.

## **2-3. PCS SETTLEMENT**

### **20301. TRAVEL SETTLEMENTS**

A. Reference:

1. DODFMR Vol 9

B. General. The DD Form 1351-2 must be used to submit an individual claim for official travel. The voucher is prepared and submitted, with necessary attachments and required approvals, to the servicing Disbursing Officer/Finance Officer (DO/FO) for computation and settlement. A legible facsimile of a signed copy of the original voucher and supporting documents is acceptable.

C. Traveler Responsibilities. The traveler must carefully review and sign the original voucher, signature maybe with ballpoint pen or digital. The traveler assumes legal responsibility for the claim once he/she signs the voucher, even if he/she did not prepare the voucher.

D. Claims Prepared by the Administrative Command. An administrative office preparing a DD Form 1351-2 for a Marine must not place any statements on the claim without the traveler's advice and consent. The administrative office must advise the traveler that he/she becomes legally responsible for the truth and validity upon signing. An administrative office must not accept a signed, blank claim to be completed for the claimant.

E. Supporting Documents. Include a copy of the order, all endorsements, previous payments or advances, required certificates, leases, transportation receipts, and receipts for lodging/rent (regardless of the amount) if the member is claiming reimbursement for lodging while in a TDY/AT status or when requesting payment of Temporary Lodging Expense (TLE) or for employee's travel. Additionally, the member must provide a statement of non-availability or a confirmation number when Government quarters are directed but not available. Without a non-availability endorsement, lodging costs can be paid but they must be limited to the rate for government quarters. A receipt is required for any expenditure of \$75 or more.

F. Submission Requirements. The member must submit a properly completed travel claim with required supporting documents within 5 working days of reporting to the new PDS. The office receiving the claim has two working days to forward a properly completed travel claim to the DO/FO. If the claim is not correct, DO/FO receiving the claim has five working days to return the claim for correction. For the DO/FO, a history statement on the IATS voucher when an item is denied is not a proper discrepancy notice. If a voucher is not returned and a claimed entitlement is not paid the DO/FO will make a statement on the IATS voucher detailing items not paid.

G. Travel section is responsible for reviewing MCTFS diary entries (i. e. summary screens for leave, deployed per diem, PDMRA, D860) that are associated with each travel voucher.

NOTE: The DO/FO cannot retain a completed copy of the traveler's separation voucher (signed or unsigned) prior to the member actually traveling to his HOR or HOS. DODFMR Vol 9 directs that the voucher must be completed after travel is completed.

### **20302. SUPPLEMENTAL CLAIMS**

A. General: A claim for additional payments on a travel claims previously settled by the DO/FO. Supplemental claims will be processed as follows:

1. Items previously claimed but not paid due to member error (e.g. lack of proper supporting documentation such as missing receipt). The member must submit a copy of the previously paid travel voucher, the original DD form 1351-2, and all other supporting documentation. The member must annotate the claim with the statement "supplemental claim" and make a note of the following:

a. The item(s) still requiring payment on the face of the DD form 1351-2 to clearly identify what reimbursement is being requested for on the supplemental.

b. Items not previously claimed by member. The member must submit a new signed travel claim, DD form 1351-2, requesting payment for items not previously claimed. The new claim can be the original claim submitted but it must be signed by the member and reviewing official again to support the newly claimed item. The member must ensure that the new claim is annotated with the statement "supplemental claim". Regardless a complete copy of the previously paid claim with supporting documentation must be included with the new claim as supporting documentation.

c. Item not reimbursed due to DO/FO error. No new submission by the member is required. The DO/FO will use previously submitted claim in order to reimburse item(s) not reimbursed due to their error if otherwise supported by the original claim.



## **2-4. RESPONSIBILITIES AND DOCUMENT DISTRIBUTION**

### **20401. COMMANDING OFFICER'S RESPONSIBILITIES (PCS)**

A. Ensure the member completes a travel claim within 5 working days of reporting. Notify the member that failure to submit a claim within the required time frame results in pay being checked for all travel advances.

B. The travel claim must be reviewed once the traveler completes the travel claim. Review the claim for accuracy to ensure the travel package contains the required information, statement and documentation needed by the servicing DO/FO to process the settlement. Travel claims must be submitted within 2 working days from the date the traveler submits the claim. The traveler will be notified within 7 days of submitting his/her claim of any discrepancies or receive payment of all entitlements.

1. In cases of travel advances being paid to members for family member(s) travel, but due to unforeseen circumstances, the family member(s) did not perform travel concurrently with the member, the following guidance is provided:

a. If the family members are not scheduled to arrive for more than 30 days after the member's reporting date, submit the claim to the DO/FO. Annotate on the 1351-2 that the family member(s) will not travel within 30 days and have the member sign the statement. Inform the traveler that the DO/FO will collect all advances paid for member and dependent travel.

b. If the family members will arrive within 30 days of the member's reporting date, submit a copy of the DD 1351-2 and orders to the DO/FO. Annotate on the 1351-2, "for elapsed time purposes only; awaiting dependent travel". Hold the complete travel claim in suspense until the member completes the portion of the claim for the family members' travel at which time it will be submitted to the DO/FO for processing. If the member has not submitted the family members' travel claim within 30 days of the member's reporting date, submit the claim to the DO/FO for settlement.

### **20402. PCS TRAVEL SETTLEMENT DO/FO RESPONSIBILITIES**

A. Upon receipt of a properly completed travel claim, the servicing DO/FO must annotate the business date of receipt on the face of the DD Form 1351-2. When the DO/FO is utilizing DTMS, there is no requirement to annotate the date of receipt on the DD Form 1351-2 since the date of receipt is documented within DTMS. A business (working) day is defined as a standard Monday through Friday weekday. The business day immediately following receipt of a claim is considered the first processing day. The day the settlement is processed for payment is considered the last processing day. Despite the cutoff time for processing vouchers, the last processing day is still counted in the settlement process because the day of receipt is not counted.

B. Prior to processing the claim for payment, the DO/FO must review MCTFS IATS On-line View and EDA to determine if all previous payments were properly downloaded into IATS.

C. If all previous payments did not download ensure that the advances and partial payments are properly accounted for when the claim is computed.

D. Prior to processing the claim for payment, validate D860 screen to ensure that no characters are present in the "adjust flag" section. Characters present in the "adjust flag" section indicate there is a modification or cancellation to those orders and the claim must be returned to admin for correct substantiating documentation. Review the "move type" and start date to validate the correct SDN is being utilized.

E. The DO/FO's retain files are scanned and processed through EDA within 5 working days of the business date processed. The DO/FO must ensure that the source documents supporting the payment are properly scanned. If a claim has been submitted with numerous copies of the same documents the DO/FO will ensure that all excess documentation is removed prior to scanning. This includes supplemental claims that may have two or more copies of the same orders, endorsements, and receipts.

F. Prior to scanning the source documents, they will be arranged as follows: WinIATS generated cover sheets, DD 13512, copy of D860 screen, orders and endorsements in date sequence, modifications, transportation documents, and receipts. For DTMS Travel, the DO/FO should request that the IPAC review their documents prior to submission so that excess copies are removed and that the source documents are arranged as above, less the WinIATS cover sheets. Failure of submitting documents in requested order does not constitute a DN.

1. Copies of the Diary and Elapsed Time source documents must be provided to the respective section for completion of the Join Audit.

## **2-5. TEMPORARY LODGING EXPENSE (TLE)**

### **20501. TLE ALLOWANCE DETERMINATION**

A. Reference:

1. JTR Chapter 5

B. Time limitations:

1. CONUS: TLE reimbursement is limited to 10 days for a member who:

a. PCS to a CONUS PDS. A member may split the days among old CONUS PDS, new CONUS PDS, and designated place in CONUS, but may not use TLE at the old OCONUS PDS (JTR par. 9150)

b. Report to the first CONUS PDS from the HOR or initial technical school. A member may split the days among CONUS HOR, initial technical school, CONUS designated place and CONUS PDS, but not OCONUS

2. OCONUS TLE reimbursement is limited to 5 days for a member who:

a. PCS to an OCONUS PDS. A member may split the days between old OCONUS PDS and designated place in CONUS, but may not use TLE at the new OCONUS PDS (JTR par. 9150)

b. Report the first OCONUS PDS from the HOR or initial technical school. A member may split the days between CONUS HOR, initial technical school, and OCONUS designated place, but not OCONUS (JTR par. 9150)

### **20502. TLE CLAIMS**

A. General: A member must claim TLE on the DD 1351-2 in the reimbursable expenses section.

B. The claim may be included with the member's and/or the family members' travel, unless temporary lodging was not occupied until more than 5 days after the member reported.

C. When temporary lodgings are occupied more than 5 days after the member reports, the member must submit the claim as a supplemental travel claim following the guidelines of Chapter 2 of this manual.

D. If the TLE is not being claimed for the entire family the member must indicate so when submitting the claim.

### **20503. TLE SUBMISSION REQUIREMENTS/SUPPORTING DOCUMENTS**

A. Reference:

1. JTR Chapter 5

B. General: A claim for TLE should be submitted with the PCS settlement claim. The following

supporting documents are required when the claim is submitted:

1. In accordance with JTR Chapter 1, the member must certify that Government quarters/temporary lodging facility (TLF) was not available if commercial lodging was used. This is not required when the old or new duty station is not located on a U.S. Military installation. When Government quarters are available and the member chooses to use commercial quarters, the member is limited to the cost of the Government quarters. Residing with Friends/Relatives. When member/family member(s) stay with friends or relatives, lodging costs are not authorized.

## **2-6. DISLOCATION ALLOWANCE**

### **20601. DLA COMPUTATION**

A. Reference:

1. JTR Chapter 5

B. General: DLA rates are prescribed in Chapter 5 of the JTR.

C. Marines Authorized DLA at the "With Dependent" Rate.

1. If the Marine and family members travel concurrently or a family member(s) travel(s) in advance of the Marine, the request for payment of DLA w/Dependents on the DD Form 1351-2 should be annotated when settling the PCS travel claim.

2. If the Marine relocates to the new PDS in advance of the family members, DLA at the "without dependent" rate may be claimed on the DD Form 1351-2 for the member provided he is not residing in Government Quarters and has established a residence on the economy. Once the family members arrive to the new PDS, the member may claim the difference between both rates.

D. Member Authorized DLA "Without Dependent" .

1. A single member E6 or below must provide a statement of non-assignment of Government quarters at the new PDS from the new PDS Commanding Officer or housing office.

2. A single member E7 or above can choose not to utilize government quarters and must provide a statement that Government quarters at the new PDS have/will not be assigned.

3. A geographical bachelor may be entitled to DLA at the "without dependent" rate if he is not residing in government quarters at the new duty station. A member is not entitled to DLA while residing in single type government quarters even if there is an occupancy charge.

### **20602. DLA SETTLEMENTS**

A. Reference:

1. 37 USC §477
2. JTR Chapter 5

B. General: In order for the member to be reimbursed DLA they must request it on the 1351-2. Members without dependents require appropriate statements as described in Chapter 2 of this manual. Block 14, which identifies the movement household goods move, has no bearing on the entitlement of DLA.

C. Supporting Documents. Include a copy of the orders, all endorsements, and required certificates.

D. Fiscal Year Limitation. In accordance with JTR Chapter 5 and 37 USC §477, a member may be entitled to receive more than one DLA payment in the same FY under the following conditions:

1. The Secretary concerned finds that the exigencies of the service required the member to make more than one change of permanent station during the fiscal year.

2. Member is ordered to a service school as a change of permanent station.

3. Exceptional Family Member Program (EFMP). Based on SECDEF memo "Waiver Authority for Dislocation Allowance Entitlements" of 5 June 1995, this authority for humanitarian or Exceptional Family Member Program (EFMP) assignments may be delegated to O-6 level at the headquarters that direct humanitarian or EFMP assignments for the Service concerned.

E. If a claim for a second DLA in a FY does not meet one of the exceptions, it will be denied. The DO/FO will verify by reviewing MCTFS IATS-Online-View and EDA to determine if the member has already received DLA for a previous PCS move.

### **20603. PARTIAL DISLOCATION ALLOWANCE (DLA)**

A. Reference:

1. JTR Chapter 5

B. Claims. Partial DLA is payable to a member who is ordered to occupy/vacate Government family-type quarters. Normally payable if a member is authorized to relocate the household at Government expense. Refer to JTR Chapter 5 for specific cases when partial DLA is/is not authorized.

1. The DD Form 1351-2 must be used to submit an individual claim for partial DLA. In block 18, "Partial DLA request" must be clearly stated.

2. The DD Form 1351-2 and the document directing the move is submitted to the member's servicing DO/FO.

3. Partial DLA is a flat rate. Current rates can be found in JTR Chapter 5

### **20604. PARTIAL DISLOCATION SUBMISSION REQUIREMENTS**

A. General: The member must have a statement from the housing office containing the reason for the move and that the move was in the Government's interest.

B. The member and the approving official are both required to sign the DD Form 1351-2.

C. The member must provide a copy of the quarters form stating the date that the quarters were vacated and/or occupied. A housing letter or NAVMC 11051 is acceptable.

### **20605. PARTIAL DLA APPROPRIATION**

A. General: The following appropriation data is utilized when processing a partial DLA claim. The claim is paid through WinIATS. The appropriation data is as follows:

The SDN is "M70000\*\*MD006K0"

17 \* 1105 2760 0021 51691 067443 2D 000000 000000071006

NOTE: The asterisk(s) signifies the appropriate fiscal year.

## **2-7. PPM/DITY**

### **20701. PERSONALLY PROCURED MOVEMENT (PPM) OF HOUSEHOLD GOODS OR DOIT YOURSELF (DITY) ADVANCES**

A. Reference:

1. JTR Chapter 5

B. General: Advance payment is authorized for personally-procured movement of household goods.

C. Documentation Required for Personally Procured HHG Movement Advance. The member must provide an estimated advance cost on the DD Form 2278, Application for Personally Procured HHG Movement, a counseling checklist certified by the Personal Property Processing or Shipping Office (PPPO/PPSO), located in Distribution Management Office (DMO, formally TMO), and a copy of the PCS orders.

D. Payment of Personally Procured HHG Movement Advance. The servicing DO/FO pays the advance amount authorized by the DMO office on the DD Form 2278. Advances are paid utilizing the Type Transaction Code (TTC) of 1K. The object class is 022.

E. The paying FO/DO must verify if member received a PPM advance by checking in the EDA prior to paying PPM advance and completing the PPM settlement.

### **20702. PPM/DITY SETTLEMENTS**

A. Reference:

1. DODFMR Vol 9
2. MCO P4600.39
3. MCO P4600.7

B. Settlement of Local Personally Procured HHG Moves. Local Personally Procured HHG moves are defined as a relocation of household goods within and around the vicinity of the PDS. They are paid on a SF 1164 per MCO P4600.39 Marine Corps Personal Property Transportation Manual. The traveler must submit the following documents for payment:

1. DD Form 2278, certified by DMO showing the actual cost.
2. A SF 1164 properly certified by DMO.
3. Copies of all applicable orders, statements, power of attorney, or written authorization.
4. Weight tickets and appropriate receipts.

C. DO/FO Responsibilities for Processing Local Personally Procured HHG Moves for Marine Corps Personnel.



1. Review certified SF 1164 and all pertinent supporting documentation for accuracy. If any errors in the amounts are found, return the SF 1164 to DMO for correction.
2. Process payments via WinIATS for the amount certified on the SF 1164 by the DMO. DO/FO must process the SF 1164 within 5 business days from the date it was submitted.
3. WinIATS computes the payment based on the estimated weight, the actual weight, and the operating expenses as entered from the SF 1164. It will compute and deduct the applicable tax amount for the monetary allowance made to the member.
4. The DO/FO will make no adjustments to the certified amounts. If the WinIATS computed amounts differ from the amounts certified by the PPPO/PPSO the DO/FO must reconcile the difference with the PPPO/PPSO and return the SF 1164 to the DMO for correction. If it is determined that WinIATS is in error then the DO/FO must coordinate with HQMC (RFF) for instructions
5. A diary entry must be reported adjusting the Year-To-Date (YTD) taxable wages and the YTD taxes withheld for the applicable Federal taxes in accordance with MCO P4600.7 (PERSPROPMAN).

D. DO/FO Responsibilities for Processing Local Personally Procured HHG Moves Funded by the Marine Corps for Other Than Marine Corps Personnel.

1. Process payments via WinIATS for the amount certified on the SF 1164 as directed above.
2. The appropriation data is entered as two separate lines. The first line is paid to the LOA reflected on DD Form 2278, charging the total Personally Procured HHG Movement allowance. The second LOA is a 2D credit to the same LOA reflecting the amount withheld for taxes.
3. As applicable, a copy of the settlement voucher, supporting documentation and W-2 must be forwarded to the respective service DFAS to credit the taxes withheld. These copies will be forwarded to the following address:

DFAS-CLEVELAND  
USMC Records Service Division  
Room 2583 ATTN: (PAY)  
1240 East Ninth Street  
Cleveland, OH 44199

E. Settlement of All Other Personally Procured HHG Moves. All other Personally Procured HHG Moves are settled through the Commanding General, Marine Corps Logistics Base (MCLB) Albany, Georgia.

Commanding Officer Attn: Code 470(TVCB)  
814 Radford Blvd  
Marine Corps Logistics Base  
Albany GA 31704-1128  
<http://www.logcom.usmc.mil/tvcd/>

Note: Refer to DODFMR, Volume 9, and Chapter 6 for more detailed information on required documentation.

### **20703. DETERMINATION OF EXCESS COST**

A. General: The Commanding General (470), Marine Corps Logistics Base (MCLB), Albany, Georgia will determine when the cost of shipping a Marine's household goods or PCS Personally Procured HHG move exceeds the Marine's authorized allowances. If the move exceeds the Marine's allowance, the MCLB prepares a DD Form 139: Pay Adjustment Authorization, and forwards the original to the Special Processing Team C/JFLAFC IN DFAS-CL and a copy to the Marine.

### **20704. TOUR CONVERSIONS**

A. Reference:

1. JTR Chapter 5 & 9

B. General: Tour Conversion for a member stationed OCONUS is a modification to the basic orders that authorized the travel to that location.

C. The entitlement to dependent travel and DLA is determined by the member's dependency status on the effective date of the original orders.

1. No dependents on the effective date of the original order. If a member on an unaccompanied tour acquires dependents after the effective date of the orders, and is granted a tour conversion, he will be entitled to Station Allowances per JTR chapter 9. He has no entitlement to transportation, per diem, or DLA per reference JTR chapter 5. It is the member's responsibility to get the dependents to the OCONUS location. If the member is issued transportation on a GTR or CBA the cost of the transportation must be recovered.

2. Member has dependents on the effective date of the original orders. If a member with dependents on the effective date of the original orders is granted a tour conversion, he is entitled to dependent travel and DLA.

- a. If the dependents moved to a designated place on the original move, a Secondary DLA is payable on the Tour conversion per JTR Chapter 5. The Secondary DLA is only payable if the member has not yet completed the dependent restricted tour length prior to the Tour Conversion.

- b. If the member has already completed the initial dependent restricted tour length, and is granted a Tour Conversion then he is entitled to full DLA when the dependents relocate.

### **20705. PCS TEMINS EN ROUTE**

A. If a member performed TEMINS en route during a PCS move, the DO/FO that receives their final settlement is responsible for validating the accuracy and proper payment of the entire travel claim to include all previous partials and advances.

B. PCS with TEMINS en route travel claims will be processed via WinIATS only no other portion will be processed via DTS. However, DO/FO are still required to review all available systems (i. e. EDA, DTS, MCTFS, etc.) to ensure accuracy of payments.

## **Chapter 3 SEPARATIONS**

### **3-1. SEPARATIONS**

#### **30101. GENERAL**

A. A Marine must perform separation travel before a travel claim can be submitted for payment. Actual settlement of the claim is not authorized until on or after the actual date of separation/retirement.

B. Allowances are based on the type of separation and how much of the contract was fulfilled. The different types of separations are grouped into three categories.

#### **30102. CATEGORY I SEPARATEES**

A. Reference:

1. MCO P1900.16

B. Category I separatee is honorably separated under the following conditions:

1. Completed at least 90 percent of the initial active duty enlistment period or other initial service commitment.
2. Medical reasons.
3. Hardship as determined by the separation approval authority. (See chapter 6 of Separations manual MCO P1900.16)
4. Initial enlistment contract or other initial service commitment reduced by the CMC or the Secretary of the Navy.
5. VEERP (See annual MARADMIN when applicable)

#### **30103. CATEGORY II SEPARATEES**

A. A Category II separatee is separated under the following conditions:

B. Honorably, having completed less than 90 percent of the initial active duty enlistment or other initial service commitment.

C. Discharged under other than honorable conditions.

NOTE: Category II does not apply to a member's dependents.

#### **30103. CATEGORY III SEPARATEES**

A. General: A Category III separatee is separated under the following conditions:

1. Retired.

2. Transferred to the FMCR.
3. Placed on the TDRL/PDRL.

See Appendix C

## **3-2. SEPARATION SETTLEMENT**

### **30201. SEPARATION ADVANCES (effective 1 October 2014)**

A. Reference:

1. JTR Chapter 5

B. A Category I Separatee (including retirees) is authorized an advance payment of transportation allowances to the place to which travel is expected to be performed, not to exceed the MALT to the member's home of record (HOR) or place of enlistment. The member is allowed an advance payment of 100 percent of transportation allowances for both the member and family member(s) that intend to actually relocate with the member.

C. A Category II Separatee is authorized to elect either transportation by the least expensive mode available or an advance payment of this amount to the place to which travel is expected to be performed, not to exceed the member's HOR or place of enlistment. If an advance payment is elected, it is limited to 50 percent of the least expensive transportation mode available. There is no authorization for per diem for a member discharged under this category. Authorization for Family Member(s) Travel is the following:

1. Member Completed Less than 90 Percent of Initial Contract and Discharged Under Honorable Conditions.
2. The member may be provided either transportation by the least expensive mode available or, a partial payment of 50 percent of this amount to the place to which travel of the family member(s) is expected to be performed, not to exceed to the HOR or place of enlistment. Family member travel is based on the intent to establish a permanent residence. There is no authorization for per diem for family members of a member discharged under this category.
3. Member Discharged Incident to a Court Martial Sentence /Under Other than Honorable Conditions. The dependents are authorized to receive a partial payment of 50 percent of transportation allowances for family member(s) based on the transportation mode to be used. Transportation is authorized from the place to which the family members were last transported at Government expense to a place specified by the authorizing official.
4. When the family member(s) travel is by privately owned conveyance (POC), the discharged member is not an authorized traveler. The dependent is allowed the applicable mileage rate for the subsequent vehicle.
5. When the family member(s) travel by commercial means or by transportation request, the family members are authorized an advance of transportation allowances not to exceed MALT to the member's home of record (HOR) or place of enlistment.

D. A Category III Separatee and family members are authorized an advance payment for transportation allowances for the transportation mode the member and his/her family member(s) actually plan to use. A member in this category is authorized to select travel from the place of separation to a home of selection. Travel to home of selection is based on actual travel performed and permanent residence established. Upon final settlement, the per diem is based on actual travel time used, not to exceed maximum travel time authorized.

### **30202. PERMISSIVE TRAVEL/TERMINAL LEAVE AWAITING SEPARATION**

A. Advances of separation travel allowances may be paid to members up to 10 days prior to the authorized permissive travel (PTAD) detach date when the permissive travel and terminal leave (Leave awaiting separations (LWAS)) are taken consecutively.

B. The start date for permissive TAD and/or terminal leave must be annotated on the 11060. The LWAS orders will still be required as substantiating documents for the member's separation settlement.

### **30203. AUTHORITY FOR FAMILY MEMBER TRAVEL/SHIPMENT OF HOUSEHOLD GOODS PRIOR TO THE MEMBER'S SEPARATION DATE**

A. If family members have been authorized to travel and/or the shipment of a member's household goods have been authorized prior to the member's separation/retirement date, and orders or an 11060 has not been issued, the Commanding Officer must prepare a statement authorizing the family member travel and/or shipment of household goods. The statement must include the full LOA and reflect that the Member has been advised that orders will be issued. A member may receive an advance/partial payment for dependents' travel prior to the date of separation after the statement or orders have been issued.

### **3-3. SEPARATION TRAVEL ADVANCES**

#### **30301. COMMANDERS AND ADMINISTRATIVE UNITS RESPONSIBILITIES (SEPARATION ADVANCE)**

A. General: Issue an advance according to what the member has elected and the limitations contained in paragraph 3-30201. Prepare the payment voucher utilizing separation appropriation data. The separation appropriation data will be found on the D860 remark screen in MCTFS.

1. Ensure that requests for a separation or retirement travel advance include the Marines' certification of their estimated date of departure (travel begin date) and estimated completion of their travel (travel end date) on the NAVMC 11115.
2. Ensure the Marines signed statement of understanding is included with the NAVMC 11115.
3. Statement of Understanding (SOU): The mandatory SOU required for all separation advances is found in Appendix B. Ensure the traveler is informed of the following:
  - a. The maximum amount of a separation advance.
  - b. The estimated travel claim settlement total.
  - c. The earliest date that the advance can be paid.
  - d. Travel claims must be submitted within 5 days after their ECC or within 5 days after completing final travel, otherwise; recoupment action will be initiated 30 days after EAS or estimated completion of travel (whichever occurs later).
4. Travel advance request should not be submitted to the serving DO/FO no earlier than 5 days prior to payment.

#### **30302. DISBURSING/ FINANCE OFFICE RESPONSIBILITIES (SEPARATION ADVANCE)**

- A. The DO/FO will not pay a separations travel advance any earlier than 10 days prior to the estimated travel begin date. Advances submitted 5 days prior to the 10 day authorization must be held by the DO/FO and paid no more than 10 business days prior to the estimated date of departure.
- B. Ensure the request for advance has a signed statement of understanding. See Chapter 4 of this manual.
- C. Pay 100 percent of the amount anticipated to be earned for PCS travel transportation to the Marine for his/her separation advance. No per diem is authorized for separation advances.
- D. Maintain a suspense file for all separation or retirement advances paid. Electronic suspense files may be used in lieu of hardcopy files.
- E. Issue an advance according to what the member has elected and the limitations contained in Chapter 4 of this manual. Prepare the payment voucher utilizing separation appropriation data. The separation appropriation data will be found on the D860 remark screen in MCTFS.

NOTE: If the claim has been received by DO/FO and has been sent back (regardless of discrepancies) then it is considered to have been received and is in the liquidation process; therefore, it should not be checked. If the claim is not received back in Finance within 30 days of the DN, then recoupment procedures should be implemented unless Finance has documentation for further delay (letter, email, or phone log).

### **3-30303. COORDINATION WITH TRANSITION ASSISTANCE**

A. The administrative units and DO/FO must coordinate with the transition assistance program offices to ensure updated information is provided during the transition assistance program brief.



### **3-4. SEPARATION PROCESS**

#### **30401. SEPARATION PARTIAL PAYMENTS**

A. Partial payments of separation travel allowances must be less than the expected amount. An individual separating/retiring from active duty has no authorization for DLA and/or TLE.

#### **30402. CLAIM/SETTLEMENT CAT I SEPARATEES**

A. Reference:

1. JTR Chapter 5

B. Category I Separatee is authorized the following:

2. Travel and transportation allowances for the transportation mode used from the place of separation to the place to which they actually traveled. This cannot exceed the authorization to the home of record (HOR) or place of enlistment (as selected by the member).

3. Per Diem based on the transportation mode used. This cannot exceed the authorization if travel was performed entirely by POC to the HOR or place of enlistment (as selected by the member).

4. Travel allowances for family members, computed as prescribed by the Chapter 5 of the JTR. These allowances cannot exceed the authorization to the member's HOR or place of enlistment (as selected by the member).

#### **30403. CLAIMS/SETTLEMENT CAT II SEPARATEES**

A. Reference:

1. JTR Chapter 5

B. A Category II Separatee is provided transportation by the least costly transportation mode available. The transportation cannot exceed the cost to the HOR or place of enlistment (as selected by the member).

C. A Category II Separatee not provided transportation is authorized the following:

1. The cost of transportation from the place of separation to the place to which the separatee actually traveled. This cannot exceed the cost of transportation by the least expensive mode of common carrier transportation to the HOR or place of enlistment (as selected by the member). Per Diem is not payable.

2. Travel allowances for family members of a member who has completed less than 90 percent of his initial contract, but was discharged under honorable conditions, are limited to the same amounts and conditions as the separatee.

3. Travel and transportation allowances for family members of a member discharged under other than honorable conditions are based on the transportation mode actually used. These allowances are authorized from the place to which the family members were last transported at Government expense to a place specified by the individual who has authorized the transportation.

a. When the family members travel by POC, the discharged member is not an authorized traveler. The spouse is allowed the applicable per mile mileage rate and the standard CONUS per diem rate per day. Additional family members are authorized to applicable rates.

b. When the family members travel by commercial means, they are authorized travel and transportation allowances including per diem.

#### **30404. CLAIMS/SETTLEMENT CAT III SEPARATEES**

A. Reference:

1. JTR Chapter 5

B. A Category III Separatee is authorized to the following:

1. Travel and transportation allowances for the transportation mode actually used from the place of separation to the place to which they travel with intent to establish a permanent residence.

2. Per Diem is based on the transportation mode actually used. If mixed mode travel is used, the actual cost cannot exceed the allowance payable if travel had been performed by POC.

3. For family members, refer to Chapter 5 of the JTR.

#### **30405. SEPARATION SETTLEMENT PROCEDURES**

A. Upon receipt of a properly completed separation claim, the DO/FO must annotate the business date of receipt on the face of the DD Form 1351-2. If the claim was submitted prior to the actual separation date (if the Marine is still in an LWAS/PTAD status) hold the claim until the date of separation.

B. Prior to processing the claim for payment, the DO/FO must access the IATS On-line View mainframe application and the DO/FO's WinIATS database to identify any previous travel advances/payments associated with the travel claim being processed for payment. In the case of a Category III Separatee (retiree claim), ensure the suspense file documents are pulled.

C. The DO/FO must process and compute the claim utilizing WinIATS.

D. The DO/FO must settle the travel claim within 5 business days.

#### **30406. SEPARATION DOCUMENT DISTRIBUTION**

A. See paragraph 2-20109 of this manual.

### **3-5. SUSPENSE FILES**

#### **30501. SUSPENSE FILE GENERAL**

A. General: The DO/FO must maintain a suspense file for each member who was issued a travel advance for separation or retirement.

B. Contents: The suspense file must include the following:

1. Copy of Windows Integrated Automated Travel System (WinIATS) advance payment voucher.
2. Copy of all orders and endorsements (i.e., permissive TDY, terminal leave, and retirement orders).

NOTE: The suspense file may be maintained electronically or via hardcopy files.

C. Maintenance: Marines that separate have 180 days from the date of discharge to execute their travel and one year from the date of retirement to execute their travel.

1. 5 days after the ECC of travel, the DO/FO will notify the member in a letter advising of the responsibility for submitting a travel voucher and that the member's advance will be recouped if the voucher is not received within 30 days.
2. If the member does not submit their travel claim within the required timeframe, then recoup the outstanding advance.

#### **30502. CLEARING SUSPENSE FILES (SEPARATIONS)**

A. Member Submits Final Settlement Package to DO/FO. Upon receipt of a separation package from the member, the DO/FO must pull the suspense file and process the claim for settlement.

B. Review orders and use the listed permanent mailing address. If the notification is returned as undeliverable or the member fails to respond, establish a debt in accordance with Chapter 3, 7 and 9 of this manual to clear the obligation in IATS and SABRS. Include a copy of the notification as part of the source documents when the voucher is posted to EDA.

1. DO/FO reports the checkage using the applicable system generated TTC if the member's MMPA record is still active in MCTFS. If the entries fail to post to the member's MMPA due to the "A" flag, then contact MCPRD to have the "A" flag reset and report the entry. If the member's MMPA record is no longer resident in MCTFS then prepare a DD Form 139 after processing the voucher in IATS.

2. If there is no MCTFS, record attach an IATS cover sheet and any applicable documents to DD Form 139 and forward to:

DFAS-IN/Debt & Claims  
8899 East 56th Street  
ATTN: Department 3300, Customer Care Center  
Indianapolis, IN 46249-3300

NOTE: For the reserve debt process see Chapter 9 of this manual.

### **3-6. RESPONSIBILITIES (SEPARATIONS)**

#### **30601. GENERAL SEPARATIONS RESPONSIBILITIES**

A. Marine Responsibilities: The member must provide the Commanding Officer the necessary information to process their separation advance and settlement.

1. Advance submissions: the member is required to submit a Statement of understanding, a complete NAVMC 11115, and all endorsements (i. e. LWAS and PTAD orders).

2. Travel submissions: the member is required to submit a Statement of understanding, a complete NAVMC 11115, all endorsements (i. e. LWAS and PTAD orders), and a copy of the NAVMC 11060.

B. Commanding Officer's Responsibilities: The Commanding Officer is responsible for ensuring the accuracy and completeness of the Separation Advance package. The Commanding Officer is required to ensure all LWAS and PTAD orders are signed. The complete package is referenced in Appendix C. The Commanding Officer is responsible for ensuring the completed Separation Advance package is forwarded to the servicing DO/FO at least 10 working days prior to commencement of travel incident to separation/discharge. The Document Travel Management System (DTMS) is mandated for use when submitting the Separation Advance package as required to the DO/FO.

C. DO/FO Responsibilities:

1. Travel Section's Action. Upon receipt of a Separation package, but prior to processing the advance/partial payment, access MCTFS, IATS On-line View application, to identify any previously paid unliquidated travel advancement.

a. If no outstanding advances are identified, process the advance/partial payment

b. In a case in which an outstanding advance exists, do not pay the travel advance/partial payment; instead notify the member's Commanding Officer of the requirement for the member to submit a voucher for settlement of a previously paid advance prior to issuance of any further advances/partial payments. Do not issue an advance/partial payment more than 10 days prior to the member's date of detachment or 12 days via EFT except under unusual circumstances (i.e., the member moves dependents before the member detaches).

### 3-7. DEBT NOTIFICATION AND OFFSET

#### 30701. OVERPAYMENT NOTIFICATION PROCESS

A. General: For processing a debt related to a separations claim, the DO/FO's responsibility is to clear the obligations in IATS and SABRS and establish the debt.

1. [Effective December 1, 2015, Disbursing/Finance Offices will contact all separatees leaving the Marine Corps in order to increase the submission of separation travel claims.](#)

2. Upon publication of the production LES, the DO/FO must attempt to contact all members in debt once per week for a 30 day period until the member has been contacted. Once contact is made, the member will have 30 day to submit their travel voucher to the respective office. If the office is unable to contact the member within 30 days or if the voucher is not received 30 days after contacting the member, the debt will be processed.

Below are the procedures to process vouchers and establish the debt once the travel claim has been received:

Scenario 1: Travel claim covers MMPA debt

Create 2D Credit in IATS citing MilPay Appn

Credit cash deposit

Credit funds to MMPA

1351-2 is the collection voucher

Scenario 2: Travel claim does not cover MMPA debt

Create 2D Credit in IATS citing MilPay Appn

Credit cash deposit

Credit funds to MMPA

1351-2 is the collection voucher

617 to pay for the remaining balance

None voucher for travel

Scenario 3: Travel debt and MMPA debt

Create 2I for travel

No offset

Create 617 for travel and pay

NOTE: Using the residual Travel Payment to offset a debt on the DAS can only be accomplished provided the Separation Package has not been forwarded to DFAS-CL.

3. Offset Indebtedness. If the member was overpaid on Separation Pay and is due money for Separation Travel, the amount of the Travel Payment used to offset the debt will be reported on Diary as a credit cash deposit using TTC 513/000. Coordinate within the DO/FO as necessary.

4. The amount to be credited will be entered into WinIATS as an accrual under the Standard Document Number (SDN) for the Separation Claim.

5. When entering the appropriation data into WinIATS use the applicable 2D and 1K LOA's for the member's allowances, and use a 2D credit for the MMPA LOA (MilPay) for the amount that is being applied towards the debt. For example, if an enlisted member is entitled to \$500.00 for Separation Travel but had a debt of \$400.00 upon separation for Pay and Allowances, the LOA's would be entered as

follows:

17\*1105.2750 021 41690/0 067443 2D 074125 FRMSABRSDNL \$350.00  
17\*1105.2750 021 41690/0 067443 2D 074123 FRMSABRSDNL \$150.00  
17\*1105.2702 011 12691/0 067443 2D IATSTA 000MBRSSN (\$400.00)

In this example a payment of \$100.00 is generated and paid to the member. The miscellaneous credit of \$400.00 must be reported on Diary to properly offset the debt and complete the process. If the Separations Debt is greater than the value of the Travel Claim, enter an accrual that equals the value of the Travel Claim and credit the entire amount to the MMPA to reduce the debt. The MilPay LOA will equal the value of the Travel Claim and WinIATS will process the claim as a "none" voucher.

6. An ODSE canned report will be made available within each DO/FO folder on the MCDOSS website that will have the DSSN, Name, ECC/EAS, personal phone and address of all members that separated the previous month. DO/FOs will use this report to contact members to settle their travel vouchers. DO/FO will need to maintain tracking procedures to validate contact records.

7. Prior to processing checkage ensure the appropriate checkage line of appropriation is used and validate that the member's "A" flag is resident in the MMPA. If the member's "A" flag is not resident in MCTFS contact RFF-KCI to have the "A" flag populated. The "A" flag must be populated prior to certifying the claim. If the member's MMPA record is no longer resident in MCTFS then prepare a DD Form 139 after processing the voucher in IATS.

8. If there is no MCTFS record then attach an IATS cover sheet and any applicable documents to the DD Form 139 and forward to:

DFAS-IN/Debt & Claims  
8899 East 56th Street  
ATTN: Department 3300,  
Customer Care Center  
Indianapolis, IN 46249-3300

### **30702. DUE PROCESS**

A. The DO/FO will send a notification letter along with all substantiating documents to the member. DO/FO will maintain records of all sent notification letters via electronic files, certified mail receipts, or logbook when applicable. If the member does not contact the DO/FO within 30 days of sending the notification letter, checkage procedures will be initiated. If the member initiates contact, on a case by case basis at the DO/FO discretion, the checkage procedures may be deferred to a later date no later than 30 days from last contact.

B. Establish the debt in IATS to clear the obligation in IATS and SABRS. Include a copy of the notification as part of the source documents when the voucher is posted to EDA. Attach the IATS cover sheet and any other applicable documents to a MAN in DTMS and forward to DFAS-CL, DSSN 0004 for debt processing. If there is no MCTFS record, an IATS cover sheet and any applicable documents to DD Form 139 and forward to:

DFAS-IN/Debt & Claims  
8899 East 56th Street  
ATTN: Department 3300,  
Customer Care Center

**30703. OFFSETTING OTHER INDEBTEDNESS TO GOVERNMENT**

- A. MilPay will not be used to inherit travel debt.

### **3-8. RESPONDING TO DFAS DEBT PROTEST**

#### **30801. RESPONDING TO DFAS-CLEVELAND 'DEBT-PROTEST' ISSUES**

A. The DO/FO that placed the member in debt is responsible for responding to any "debt protest" inquiries received from DFAS-Cleveland.

B. The issue must be researched thoroughly to determine the validity of the debt and an official response is required to be sent back to DFAS-Cleveland within a timely manner.

1. If the issue cannot be resolved by the DO/FO, the case may be forwarded to DFAS-IN, travel policy and procedures for review and final determination.



## **Chapter 4 TEMPORARY DUTY (TDY)**

### **4-1. TEMPORARY DUTY (TDY)**

#### **40101. TDY TRAVEL ADVANCE**

A. Reference:

1. DODFMR Vol 5
2. JTR Chapter 4

B. General: At the DO/FO's discretion, the traveler may be issued a travel advance when ordered to execute a TDY order/authorization. Refer to Chapter 3 and Chapter 5 of the DODFMR Vol 5 for further guidance.

C. Supporting Documentation: A copy of the traveler's orders and endorsements are required. The orders must contain proper Lines of Accounting (LOA).

D. Restrictions: Do not pay an advance for TDY travel under the following circumstances:

1. If the traveler has not submitted a claim to settle an advance paid on a previous travel order. The Commander may authorize an exception if circumstances prevented the traveler from submitting the claim when due.
  - a. Before the order is issued.
  - b. More than 10 working days (date of payment) before the travel begins, unless specifically authorized by the authority directing the travel as necessary because of early departure incident to leave and Service exigencies.
  - c. When TDY costs are estimated to be less than \$50.00.

#### **40102. GOVERNMENT TRAVEL CHARGE CARD (GTCC) ADVANCE**

A. Reference:

1. DODFMR Vol 5

B. All DOD personnel are mandated to use the Government Travel Charge Card (GTCC) for all expenses arising from official Government travel unless otherwise exempted. Refer to Chapter 3 of the DODFMR Vol 5 for further guidance.

C. ATM withdrawals Fees are no longer reimbursable (for travel on or after October 2014). This includes Government and non-Government ATM fees. This expense is now included as part of the daily incidental expense rate.

#### **40103. TDY TRAVEL ADVANCE COMPUTATION GUIDELINES**

A. Review the traveler's order to determine the TDY site, Government quarters and messing availability, and for authorization of a rental car and other reimbursable expenses. Determine whether or not

there are any periods for which travel entitlements are not payable (e.g., field duty, leave, sea duty, members traveling together or hospital time).

B. Determine the applicable per diem rate(s). Adjust according to Government quarters and messing availability, lodging costs (if included on the orders), etc.

\*NOTE: Per diem consists of the lodging, meals, and incidentals.

C. Multiply the applicable per diem rate by 80 percent and then by the number of days of TDY for which you are advancing the traveler. (Calculate the applicable M&IE rate for the day of departure and the day of return at 75 percent, all other days are advanced in whole days.)

D. Add 80 percent of the estimated miscellaneous expenses (taxis, tolls, parking, etc.), and 100 percent of the estimated rental car expenses, if authorized.

E. Add 80 percent of conference/registration fees, if authorized.

F. Add 80 percent of mileage allowance, if travel by Privately Owned Conveyance (POC) is authorized as being to the Government's advantage. If authorized for the traveler's convenience, advance the mileage allowance not to exceed the cost of the authorized transportation mode.

NOTE: A member should be cautioned that if travel by a mode(s) other than the one(s) on which the advance was based, their pay might be checked for the difference between authorized and allowed travel time when the claim is settled.

G. The order writing official may authorize in excess of 80 percent on a case by case basis in order to prevent a financial hardship for the traveler.

#### **40104. TDY TRAVEL ADVANCE INVOLVING MULTIPLE FISCAL YEARS**

A. General: If the travel commences in the current FY, process the advance voucher on the current FY's business. If the travel commences in the next FY and the advance is being paid at the end of the current FY, process the advance payment utilizing the next FY appropriation.

1. Ensure that multiple advances cite the proper LOA. If the TDY spans the period from September through November and a traveler requests an advance in September and again in October, each advance would report a different LOA provided for each FY.

2. For TAD extending beyond 30 days, Traveler may request an advance prior to the commencement of the first 30 day period but advance must be recouped on the beginning partial settlement. Sequential payments from then on will be processed as partial payments vice issuing advance payments.

#### **40105. TDY TRAVEL ADVANCE DOCUMENT DISTRIBUTION**

A. General: Distribution will be accomplished electronically as stated below:

1. Forward an electronic copy of the travel claim with the DO/FO's financial returns via EDA within 5 working days of the business dated processed.

2. All DO/FOs are required to maintain and retain copies (hard or soft) of all vouchers until the voucher is properly posted to EDA.

3. The Commanding Officer may obtain settled claims via EDA. Commanding Officer may request access to EDA through RFF KCI (System Section) formally known as MCDOSS.

4. An individual traveler may obtain a copy of the TAD travel voucher via MyPay.

\*NOTE: Links can be found at: <http://eda.ogden.disa.mil> and <https://mypay.dfas.mil/mypay.aspx>.

## **4-2. MONITORING ADVANCES**

### **40201. MONITORING TDY ADVANCES**

**A. Reference:**

1. DODFMR Vol 9

**B. General:** When an advance has been issued, monitor it to ensure that a corresponding travel claim is filed within 10 working days (5 days for traveler to submit; 2 days Commanding officer to submit to DO/FO; 3 days for DO/FO to process payment) of the traveler's return/arrival at the PDS, or immediately when an order is cancelled.

1. The DO/FO will utilize a tickler filing system to manage the paid advances; or
2. The DO/FO can create a suspense file to manage the paid advances.

**C.** If a traveler has not submitted a claim within 15 days of the estimated date of return/arrival the following actions must be taken:

1. **Member:** 15 days after the member's estimated date of return/arrival, recoup the total amount of advance creating a zero voucher in WinIATS. This creates the necessary MMPA travel checkage.
2. **Employee:** 15 days after the traveler's estimated date of return/arrival, prepare a letter advising the traveler of his/her responsibility to submit a travel claim and/or repay the travel advance. If no response is received from the traveler on the 30<sup>th</sup> day from the estimated date of return, initiate the collection action. Refer to Chapter 8 of this manual for additional instructions.

## **4-3. TDY SETTLEMENTS**

### **40301. TDY TRAVEL SETTLEMENTS GENERAL**

A. General: The DD Form 1351-2 must be used to submit an individual's claim for official travel. The voucher is prepared and submitted, with necessary attachments, and required endorsements, to the DO/FO for computation and settlement. In addition to the traveler, the AO must sign the voucher. A legible copy of the original voucher and supporting documents is acceptable.

B. Supporting Documents. Include a copy of the order, all endorsements, previous payments or advances, required certificates, leases, transportation receipts, and receipts for lodging/rent (regardless of the amount) if the member is claiming reimbursement for lodging while in a TDY/AT status. Additionally, the member must provide a statement of non-availability or a confirmation number when Government quarters are directed but not available. Without a non-availability endorsement lodging costs can be paid but they must be limited to the rate for government quarters. All lodging receipts, airfare, rental car, and receipts for any expenditure of \$75.00 or more are required. In the case of Flat Rate per diem, the member can be asked to submit proof of incurred lodging expenses at the DO/FO discretion.

C. The member must submit a properly completed travel claim with required supporting documents within 5 working days of returning to the PDS or after 30 days of TDY for a partial settlement. The office receiving the claim has 2 working days to forward a properly completed claim to the DO/FO. If the claim is not correct, the DO/FO will notify the traveler via a Discrepancy Notice (DN) or a detailed history statement on the WINIATS voucher explaining why the travel voucher was denied or why certain expenses were omitted from the travel settlement.

D. Upon receipt of a properly completed travel claim, the servicing DO/FO must annotate the business date of receipt on the face of the DD Form 1351-2. When the DO/FO is utilizing DTMS, there is no requirement to annotate the date of receipt on the DD Form 1351-2 since the date of receipt is documented within DTMS. A business (working) day is defined as a standard Monday through Friday weekday. The business day immediately following receipt of a claim is considered the first processing day. The day the settlement is processed for payment is considered the last processing day. Despite the cutoff time for processing vouchers, the last processing day is still counted in the settlement process because the day of receipt is not counted. Extenuating circumstances such as system problems and non-workdays due to holiday schedule (96/72) are not included in the days of processing time. A memorandum for the record must be produced and retained.

### **40302. MFR PHASES FOR TRAVEL CLAIM SUBMISSIONS**

A. The purpose of this section is to state the phased closure of the MFR finance office and provide amplifying financial support guidance for the reserve community.

B. Background. Force structure review group and force optimization review group structure and grade reductions to the financial management community have led to a comprehensive restructuring initiative to balance the financial management structure with the varied financial management missions throughout the Marine Corps. As part of that effort, the MFR finance office was closed on 30 June 2014 and the existing finance structure and workload shifted to the remaining CONUS finance and disbursing offices.

C. Finance Support.

1. [1<sup>st</sup> MLG Disbursing Camp Pendleton: DSSN 6187](#)

- a. CLR-45, 4<sup>th</sup> MLG (and all subordinate units)
  - b. 4<sup>th</sup> MAW (and all subordinate units)
- 2. Quantico Finance: DSSN 6105
  - a. all MARFORRES IPAC (Active, SMCR, and IMA accounts)
  - b. INTEL SPT BN, FHG (and all subordinate units)
- 3. San Diego Finance: DSSN 6798
  - a. FORCE HEADQUARTERS GROUP (except for INTEL SPT BN, FHG and all subordinate units)
  - b. 4th LAW ENF BN (and all subordinate units)
  - c. RSU Miramar, EAST, and WEST
- 4. Parris Island Finance: DSSN 5153
  - a. 4<sup>th</sup> MLG (except for CLR-45, 4<sup>th</sup> MLG and all subordinate units)
- 5. 2<sup>nd</sup> MLG Disbursing Camp Lejeune: DSSN 6092
  - a. 4<sup>th</sup> MARDIV (and all subordinate units)

D. Special instructions. Administrators should pay special attention to those personnel returning from TAD excess due to the potential of MCTFS system logic rejoining them to an old DSSN despite the DSSN being closed.

#### **40303. PARTIAL SETTLEMENTS**

A. General: In the case of extended TDY (over 45 days), the traveler must submit a claim for each 30 day period to the DO/FO. When circumstances have prevented the member from submitting the travel voucher every 30 days, the DO/FO can issue partial payments for periods greater than 30 days. Order writing activities must ensure the travel orders include the travel computation office (location/address), to which travel vouchers must be forwarded (faxed/emailed).

NOTE: DTS authorization needs to encompass the entire travel period from the first travel day to the last travel day. Travelers need to select partial payments in order for DTS to make the automatic payments. Traveler will settle upon completion of TAD.

- 1. TDY at or Near Marine Corps Installations. The traveler may be provided administrative guidance by the local administrative office or DO/FO in conjunction with the traveler's parent command/unit to facilitate payments.
- 2. TDY to a Location not at or Near a Marine Corps Installation. Submit travel claim for partial settlement to the DO/FO supporting the traveler's parent command/unit. The claim will be submitted through DTMS.

B. Submission: Dates of Partial

1. Initial partial settlements for orders that begin on the 1<sup>st</sup> through the 20<sup>th</sup> of the month will terminate at the end of the month in which travel commenced. Initial partial settlements for orders that begin on the 21<sup>st</sup> through the 31<sup>st</sup> of the month will be carried over to the travel voucher for the following month.

Example 1: Traveler with 180 day orders commencing on 12 Oct will submit an initial travel voucher for 12-31 Oct and the subsequent monthly voucher from 1-30 Nov.

Example 2: Traveler with 180 day orders commencing on 23 Oct will submit an initial travel voucher for 23 Oct to 30 Nov and the subsequent monthly voucher from 1-31 Dec.

2. The second and all sequential partial settlements will encompass whole calendar months. Ending partial settlements can encompass up to 59 days as needed.

3. No partial settlement can cross over fiscal years.

4. End of Fiscal Year. All partial settlements will end on 30 September at the end of the fiscal year regardless if that voucher is less or more than 30 days. The next partial settlement will begin 1 October for the new fiscal year.

C. Current Traveler's Partial

1. Support administrative units should extend all current sequential partials settlement to the end of the current calendar month or the end of the following calendar month, not to exceed 59 total days. This will allow future submission to encompass whole calendar months.

D. Exceptions to Partial Dates

1. DO/FO has the discretion to pay partial payments in any number of day increments as needed.

E. Individual Partial Requirements.

1. Start the itinerary with the date of departure. Claim only the reimbursable expenses applicable to that period, to include lodging and rental car costs. Advances/partial payments are required to be annotated in the appropriate block. When claiming reimbursement for any expense covered by a previous payment, submit a copy of the previously paid voucher. Leave and concurrent TDY will be handled in the same manner as in Chapter 4 of this manual.

2. All advances received must be annotated in the appropriate block of the DD Form 1351-2. All leave and concurrent TDY taken during this period must be reflected on the travel voucher (i. e. Leave 1630/03/17/05 to 0730/03/20/05) regardless of whether or not it has been reported in MCTFS.

3. The member must complete the following statements on the travel voucher:

a. "I DID NOT TAKE ANY LEAVE DURING THE PERIOD CLAIMED ON THIS VOUCHER."

b. "I DID NOT TAKE ANY PDMRA DURING THE PERIOD CLAIMED ON

THIS VOUCHER."

c. "I DID NOT RETURN TO MY RESIDENCE OR PDS DURING THE PERIOD CLAIMED ON THIS VOUCHER."

d. "I DID NOT HAVE ANY CONCURRENT TDY PERIODS DURING THE PERIOD CLAIMED ON THIS VOUCHER."

4. Final Settlement Claim. The itinerary for the traveler's final settlement must begin with the day following the last date documented on the prior partial settlement and must include the travel back to the member's PDS/Place from which entered (or called) to active duty (PLEAD). Ensure the statement "Final Claim" is included on the voucher. The traveler is responsible for submitting all lodging receipts, and any other substantiating documentation for expenses claimed for the timeframe covered in the final settlement. Leave and concurrent TDY are handled in the same manner as described in Chapter 4 of this manual.

#### **40304. SUPPLEMENTAL CLAIMS**

A. Claims for supplemental payments must be submitted to the servicing DO/FO. Submission requirements for supplement payments:

1. Items Previously Claimed. Submit a copy of the previously paid payment voucher, the DD Form 1351-2 and all other supporting documentation. Ensure the claim is annotated with the statement "Supplemental Claim" and make note of the item(s) still requiring payment on the face of the DD Form 1351-2 to clearly identify what the traveler is requesting payment for (I.E. "Dual Lodging was not paid").

2. Items Not Previously Claimed. Submit a new DD Form 1351-2 with signature requesting payment for the item(s) not previously claimed. Ensure the claim is annotated with the statement "Supplemental Claim for \_\_\_\_". Submit a complete copy of the previously paid claim with the supporting documentation.

#### **40305. TDY TRAVEL SETTLEMENT DOCUMENT DISTRIBUTION**

A. Distribution is accomplished electronically as stated below:

1. Forward an electronic copy of the travel claim with the DO/FO's financial returns via EDA within 5 working days of the business dated processed.

2. All Do/FOs are required to maintain and retain copies (hard or soft) for all vouchers until the vouchers have properly posted to EDA.

3. The Commanding Officer may obtain settled claims via EDA. Commanding Officer may request access to EDA through RFF KCI (System Section) formally known as MCDOSS.

4. An individual traveler may obtain a copy of the TAD travel voucher via MyPay.

\*NOTE: Links can be found at: <http://eda.ogden.disa.mil> and <https://mypay.dfas.mil/mypay.aspx>.



## **4-4. TDY LEAVE**

### **40401. TEMPORARY DUTY LEAVE**

A. When TAD or Initial Active Duty for Training (IADT) travel claims are submitted for settlement, the DO/FO will verify any periods of leave to ensure they have been properly reported in MCTFS.

B. If the DO/FO determines that the leaves dates were not reported or they were reported incorrectly, the DO/FO is responsible for reporting the leave dates on the TAD travel claim whether it is DTS or non-DTS travel. The travel claim will be used as supporting documentation for reporting or correcting the leave dates.

## **4-5. REIMBURSABLES EXPENSES**

### **40501. EXPRESS (HOT) LANES**

A. Joint Travel Regulations do not authorize the reimbursement for use of Express lanes, also known as Hot Lanes. These are express travel lanes that run adjacent to major highways and charge a fee to the traveler for express travel, such as I95 in the Washington DC area. Express lanes are considered to be a personal choice and convenience vice a required expense.

NOTE: Express (HOT) Lanes fees are not considered tolls.

### **40502. RENTAL CAR PRE-PAID REFUELING OPTION**

A. Reference:

1. Federal Travel Regulation Part § 301

B. Travelers are not to be reimbursed for purchasing pre-paid refueling options for rental cars. Travelers should refuel prior to returning the rental vehicle to the drop-off location. If it is not possible to refuel completely prior to returning the vehicle due to safety concerns or the location of the closest fueling station, travelers will be reimbursed for vendor refueling charges.

### **40503. LODGING TAX**

A. Reference:

1. JTR Ch. 4

B. Unless exempted by State/local jurisdiction, a traveler is required to pay lodging tax while traveling on government business. Travelers should visit the General Services Administration (GSA) website (<https://smartpay.gsa.gov/content/state-tax-information>) prior to commencing their travel. Detailed tax information and tax exemption forms for participating states are available on this site. All travelers shall request a lodging tax exemption upon arriving to the lodging facility. If a lodging facility does not accept a tax exemption form, the tax charged in CONUS and non-foreign OCONUS commercial lodging facilities is a separate reimbursable expense.

## **4-6. RESPONSIBILITIES**

### **40601. COMMANDING OFFICER'S RESPONSIBILITIES (TDY)**

- A. Ensure the member completes a travel claim within 5 working days of completion of TDY/return to PDS. Notify the member that failure to submit a claim within the required time frame will result in an MMPA checkage for any travel advances paid.
- B. After the traveler completes the claim, review the travel claim before submitting it to the servicing DO/FO. The traveler's supervisor or approving official must sign the DD Form 1351-2. The purpose of this review is not to compute the payment, but to ensure the claim is complete and proper. Special emphasis must be placed on administrative requirements in Chapter 5 of this manual. Forward the travel claim to the servicing DO/FO within 2 working days.

### **40602. DO/FO RESPONSIBILITIES (TDY)**

- A. Reference:
  - 1. DODFMR Vol 5
- B. The traveler is required to be notified within 5 business days if the travel claim is not proper or complete for payment
- C. Prior to processing the claim for payment, the DO/FO must review MCTFS IATS On-Line-View and EDA to determine if all previous payments were properly downloaded into IATS. Additionally, contingency per diem and leave period screens will be reviewed within MCTFS.
- D. The DO/FO processes and computes the claim utilizing WinIATS, or DTS as applicable within 3 business days. This settlement process is also applicable to TECOM WWT as TECOM settles travel vouchers for the Finance field in support of formal school training.

NOTE: During the heightened season of Reserve Annual Training, the increased volume of travel vouchers makes it unreasonable for the CONUS DO/FO to maintain the required 3-day settlement. Effective from 1 June through 31 October, the CONUS DO/FO will have 5 working days to complete the TAD Travel settlement process on all TAD Travel business, including DTS. This will provide ample time to accommodate receipt of high volumes on the same day. This exemption is not applicable to TECOM WWT as TECOM does not receive reserve annual training vouchers for settlement.

- E. The DO/FO must ensure split disbursements are processed in accordance with Chapter 3 of the DODFMR Vol 5.

## **Chapter 5 RESERVE COMPONENTS**

### **5-1. GENERAL (RESERVE COMPONENTS)**

#### **50101. GENERAL (RESERVE COMPONENTS)**

A. Reference:

1. JTR Chapter 7

B. This chapter applies to Reserve members called (or ordered) to active duty for any reason with pay under orders that provide for return to home or place from which called (or ordered) to active duty. Travel and transportation allowances for these members are prescribed in the Chapter 7 of the JTR.

#### **50102. AUTHORIZED FORMS OF ORDERS**

A. Reference:

1. DODFMR Vol 5
2. JTR Chapter 2 & 7
3. MCO 1001R.1
4. MCO 1050.3

B. In accordance with Chapter 2 of the JTR, a competent order may be in written format or an oral verbal type order subsequently confirmed in writing. Orders must comply with references.

#### **50103. TYPES OF ORDERS (RESERVE COMPONENT)**

A. Reference:

1. MCO 1001R.1

B. Active Duty Training (ADT). ADT provides structured individual and/or unit readiness training or educational courses for a Reservist. Furthermore, ADT may support active component missions and requirements, (i.e., operational support).

C. Active Duty Operational Support (ADOS). ADOS is designed to provide the Marine Corps with a means to utilize Reserve personnel on active duty to meet operational requirements short of Presidential Selected Reserve Call-up (PSRC) or mobilization, and to support short term, special projects and exercise participation supporting both the active and reserve component.

D. Initial Active Duty for Training (IADT). IADT is a Reserve member's period of accession pipeline training, and military occupational specialty (MOS) training. While the first increment (Recruit Training and Marine Combat Training) of IADT travel is during the accession pipeline, the travel authorization is treated as temporary duty travel from the home of record to the training site(s) and return. Follow on increments of IADT are considered training travel, but are also treated as TDY for travel computation purposes.

E. Inactive Duty Training (IDT). IDT is authorized training (commonly known as drills or alternate/off-site drills) performed by a member of the Ready Reserve not on active duty, Annual Training, or ADT. This is performed in connection with the prescribed activities of the Reserve unit. IDT consists of regularly scheduled unit training periods and its primary purpose is to provide individual and/or readiness training. IDT in conjunction with AT/ADSW may be authorized.

F. Annual Training (AT). AT is the minimum period of training that a Reserve member must perform each year to satisfy the training associated with the respective unit or individual assignment. The primary purpose of AT is to provide individual and/or readiness training. AT is normally performed during one consecutive period. However, "Split AT" periods may be authorized if required to meet training missions. Split AT is where half the AT is performed during the first part of the year, and the other half during the second part of the year.

G. Line of Duty (LOD). LOD determination is issued to authorize benefits to qualifying Marine Reservists for a service incurred or aggravated injury, illness, or disease which occurred in the line of duty, requiring continued medical care beyond the period of the active duty. The Marine must have been injured or become ill while on active duty for a period of 30 days or more. At the end of the active duty period, the Marine is required to be released and becomes entitled to NOE benefits.

H. Presidential Selected Reserve Call Up (PSRC). Active duty in support of military operations when it is determined by the President or the Congress the RC forces are required to augment the Active Component. Specific guidance for will be given from higher on PSRC (See the MCRAM para 3203).

I. Entry Level Training. The combination of recruit training (or officer acquisition training) and initial skill training required to qualify in an MOS. Training incident to a lateral move is also considered entry level training.

J. Medical Hold. Reserve Marines who are on active duty for 31 days or more will not typically be released from until physically qualified by the Medical Treatment Facility (MTF) or other proper authority. Medical hold orders will be issued "back to back" beginning the following day the current orders were terminated citing MEDHOLD funding using PID "MED".

1. Due to system limitations MROWS is not populating an individual SDN on MROWS PCS MEDHOLD order. The bulk SDN (M00027\*\*MO02S6 \*\*=FY) is reflected on MROWS orders. DO/FOs are directed to contact MCPRT at (816) 394-7403 for the creation and obligation of an individual SDN.

2. MEDHOLD TAD orders will populate with the appropriate SDN/LOA. The office is directed to utilize the appropriate TAD SDN/LOA cited in the orders.

#### **50104. RESERVE COMPONENTS TRAVEL SETTLEMENTS GENERAL**

A. The DD Form 1351-2 must be used to submit individual claims for official travel. The voucher is prepared and submitted, with necessary attachments and required endorsements, via the member/unit's local administrative office, to the DO/FO for computation and settlement.

B. Non-entitlement travel orders. In cases where no entitlement to per diem, travel, and transportation allowances exist, travel vouchers must be completed for pay and allowances but will not be submitted to the DO/FO as it is a waste of valuable resources.

## **50105. SUPPORTING DOCUMENTATION (RESERVE COMPONENTS)**

A. Reference:

1. JTR

B. Include a copy of the order, endorsements, all required certificates and all receipts for lodging regardless of the amount, and all other receipts for expenditures of \$75 or more.

## **50106. SERVICING DO/FO (RESERVE COMPONENTS)**

A. 30 days or less. Travel claims for selected Marine Corps Reserve Units (SMCR) for Annual Training (AT) and active duty special works (ADSW) for periods of 30 days or less will be processed by the DO/FO that supports the parent command.

B. 31 days or more. Reserve members that are on active duty for 31 days or more will have their travel settled by the Base/Station joining the Marine for active duty.

C. Retired Marines Recalled. Recall to active duty travel for retired members will be submitted to the servicing DO/FO that supports the Base/Station joining the Marine for active duty.

D. When settling Reserve Officer Accession claims, the same 1108 LOA/SDN will be used to settle claims to The Basic School (TBS), MOS school, and Home Training Center (HTC). An additional TAD LOA is not required.

## **50107. ALLOWANCES (RESERVE COMPONENTS)**

A. Reference:

1. JTR Chapter 2 & 7
2. MARADMIN 489/14

B. Active Duty Training (ADT). A member, performing a period of ADT, is performing a period of active duty for training purposes. When the active-duty-for-training period contemplated by an order is for fewer than 140 days at any location, travel and transportation allowances are payable as provided for TDY in Chapter 4 of the JTR, providing the member does not commute daily from home to the duty site. A member, called to active-duty-for-training for 140 or more days at one location, is authorized travel and transportation allowances payable under Chapter 5 of the JTR as for a PCS (except as noted in Chapter 2 of the JTR)

C. Active Duty Operational Support (ADOS).

1. A Reserve member who is assigned to AD for 180 or fewer days is authorized travel and transportation allowances in the same manner as an active duty member on TDY, providing the member does not commute daily from home to the duty site. Chapter 7 of the JTR applies.

2. Reference (a), directs that TAD in excess of 180 may only be approved through the secretarial process. Appendix (E) directs that service members may be authorized Long Term TDY (LT TDY) for up to 365 days in support of contingency operations. This directive is consistent with the

reference and is applicable to the active and the reserve component. For non-contingency AD orders in excess 180 days, see Chapter 7 of JTR

3. For AD orders issued for more than 180 days, see Chapter 7 of the JTR.

D. Initial Active Duty for Training (IADT). A Member on an IADT order has no authorization for per diem for IADT periods while at the training location. However, the member is authorized travel and transportation allowances for travel to, from, and between training locations in the same manner as an active duty member on a TDY order. In the case of accession travel (Recruit Training), transportation is provided at no cost and there is no authorization for per diem or lodging expenses from the home of record or Reserve Training Center to the Marine Corps Recruit Depot.

1. A member is entitled to travel back to the PDS or PLEAD (HOR) upon completion of IADT. The time allotted should be accounted for within the member's ECC and orders, for which the member is entitled to pay and allowances as well as travel time and allowances. The member is entitled to those pay and allowances even if the member arrives back home early.

2. EXAMPLE: A member completes final MOS training on Friday at Camp Johnson, NC. Regardless of the member's PLEAD/HOR, the member is directed government air and authorized 1 day for travel. So the member's ECC should be Saturday. If the member arrives at the HOR on Friday night, then the member is still entitled to transportation allowances, but not per diem for Saturday or lodging for Friday night. Saturday is considered a day of liberty, not leave. The ECC should remain as Saturday and will not be modified.

E. Inactive Duty Training (IDT).

1. When an IDT drill is performed at the member's Reserve Training Center (RTC), there is no authorization for travel and transportation allowances (including rental car) to, from, or at the RTC in connection with the IDT, regardless of where the RTC is located. The member is financially responsible for the travel from his/her home to the assigned unit/RTC. See Chapter 7 of reference (a) for distances over 150 miles.

2. When ordered to an alternate/off-site IDT, the member is authorized to transportation allowances not to exceed the cost from the RTC to the alternate/off-site location. Additionally, the member is authorized to per diem and rental car in the same manner as an active duty member on TDY providing the member does not commute daily from home.

F. IDT for Critical Staffing Shortfalls

1. When commercial transportation is used, reimbursement is authorized for the actual cost of transportation incurred between the member's home and assigned HTC not to exceed 300 dollars; this total includes parking. Parking fees incurred as a result of utilizing commercial air travel in reporting for IDT will be paid as they are incidental to travel between the member's home and the HTC. When personally owned conveyance (POC) is used, reimbursement is authorized for traveled mileage for the official distance to and from the IDT location as per JTR Chapter 2. Tolls, parking fees, and other necessary expenses incurred incident to POC travel are reimbursable.

2. Reimbursement is limited to eleven (11) round trips per Marine per Fiscal Year (FY). Each subsequent claim must be numbered in order of trip taken per FY. When utilizing DTS member is required to annotate the trip number for that current FY.

3. Marine Forces Reserve (MFR) will submit the Critical Staffing Shortfall to the DO/FO for verification of entitlement. Finance will ensure that each claim is reflected on the eligibility list prior to processing the voucher. If the list is not submitted to Finance, it may be attached to the individual voucher. If Finance cannot verify the authorized critical shortfall drill was authorized on the submitted roster, the voucher will be rejected.

NOTE\*\*The DO/FO is required to keep electronic copies of all Critical Staffing Shortfall rosters or be able to produce as needed.

4. Rental vehicles are not authorized for reimbursement while conducting IDT at the HTC.

5. IDT greater than 150 miles to the HTC for critical staffing shortfalls result in the member traveling to the HTC and are considered to be local travel and will be settled via DTS local vouchers. These local vouchers will be used to claim all affiliated expenses to include air fare to the traveler's HTC and will reimburse the member for actual expense not to exceed \$300.00.

6. When ordered to an alternate/off-site IDT, the member is authorized to transportation allowances not to exceed the cost from the RTC to the alternate/off-site location. Additionally, the member is authorized to per diem in the same manner as an active duty member on TDY providing the member does not commute daily from home.

G. Annual Training (AT).

1. A Reserve unit will normally travel as a unit to the AT site under a "Members Traveling Together" with no reimbursement or limited reimbursement order. No per diem is payable on days members travel when the orders direct limited or no reimbursement. However, when ordered to travel with limited reimbursement, members may be authorized/approved reimbursement for occasional meals and quarters (see Chapter 4 of the JTR) if the order-issuing official determines that the member was required to procure quarters and/or meals from a commercial source. It is imperative the order clearly specify in what status the members traveled.

2. When a member travels in an individual travel status to the AT location, the member is authorized to travel and transportation allowances in the same manner as an active duty member in a TDY status. See Chapter 7 of the JTR for per diem allowances.

3. Rental vehicles are not authorized for reimbursement while conducting AT at the HTC. A commander does not have the authority to authorize a rental car for AT at the HTC even if it is funded by the command. There is no authority within the JTR to fund a rental car unless the AT is conducted away from the HTC under fully funded orders.

H. Line of Duty (LOD). Members with Notice of Eligibility (NOE) authorization are authorized travel and transportation allowances in the same manner as an active duty member in a TDY status for the necessary travel between the member's home and treatment facility; however, per diem is not payable while at the treatment facility. See Chapter 7 of the JTR.

1. Members with LOD authorization are authorized travel and transportation allowances in the same manner (except for mileage) as an active duty member in a TDY status for the necessary travel between the member's home and treatment facility.



2. Mileage is reimbursed to and from treatment facility (Medical or Dental) even when the member lives within the corporate city limits. **Example:** Member lives one mile away (same corporate city limits) from the treatment facility. The member entitled to mileage reimbursement.
3. Per diem is not payable while at the treatment facility.
4. Travel reimbursement is not required if the member is provided Government transportation from the member's home and treatment facility.

#### **50108. ALLOWANCES (RESERVE COMPONENTS)**

A. There is no authorization for travel and transportation allowances to, from, or at the home training center (HTC) in connection with an IDT when an IDT drill is performed at the member's home training center (HTC) unless authorized under the JTR. After performing active duty, members are performing IDT drills at the tad or HTC site prior to completing their authorized return travel, as provided by their active duty orders. An earlier interpretation of the JTR provided that when the member performs IDT following the end of an active duty period, the member loses their entitlement for return travel back to their HTC or primary residence.

B. Action. After further consideration, JTR authorizes the member return travel in accordance with the active duty orders issued. The member's change in status while performing IDT does not negate the command's responsibility in reimbursing the member's return transportation in accordance with the member's active duty orders. The member's travel voucher will be settled with constructed travel back to the member's residence or HTC. Per Diem is not authorized during the return travel.

C. Example 1: A member, whose primary residence is Michigan, conducts annual training (at) at Hawaii (the member's HTC) from October 01-14. The member then performs IDT drills on October 15 and 16 prior to returning to the primary residence. Although the member does not rate per diem while performing the IDT drill in Hawaii, on October 15 and 16, the member still rates return transportation from Hawaii back to Michigan NTE the Govt cost. Per Diem is not authorized during the return travel.

Example 2: A member, whose primary residence is Michigan, conducts annual training (at) at Hawaii (the member's HTC) from October 01-07. The member flies to Thailand to participate in an exercise on October 06. The member's (at) period continues until October 07, immediately followed by an off-site IDT period in Thailand for October 08 – 12. Upon completion of the off-site IDT period in Thailand, the member is authorized return travel back to the HTC and also rates return transportation from HTC to Michigan for the active duty period. Per Diem is not authorized during the return travel from the HTC to Michigan.

Example 3: a member whose HTC is Hawaii, flies from their primary residence in Michigan to Thailand to conduct annual training (at) for the period October 01-07, followed by IDT in Thailand from October 08-12. The member is authorized return transportation from Thailand to Michigan upon completion of IDT

D. The above applies except in cases where a member's place from which called or ordered to active duty (plead) changes. The unit and the traveler must ensure that IDT scheduled in conjunction with active duty orders is not performed immediately prior to active duty orders in order to preserve the member's plead.

## **50109. ANNUAL TRAINING ENTITLEMENTS**

### **A. Reference:**

1. JTR Chapter 7

B. The government meal rate (GMR) is never payable for annual training (AT). The per diem entitlement for (AT) is either \$0.00 or the commercial meal rate (CMR). The following are (AT) scenarios that identify what entitlements are payable:

1. If the (AT) is performed on a U.S. installation and government quarters and messing are available on that installation then the entitlement is \$0.00.
2. If the (AT) is performed on a U.S. installation and government quarters are not available the entitlement is CMR plus the lodging cost. This is regardless of the availability of a government mess.
3. If the (AT) is performed on a U.S. installation and government quarters are not available and quarters are contracted off-base and a government mess is available, the per diem entitlement depends upon the nature of the (AT). If the (AT) is considered field duty, then the per diem entitlement is \$0.00. If the (AT) is not considered field duty, then the per diem entitlement is the CMR. A competent official must declare the (AT) as field duty, and that quarters and/or messing has been contracted, for the entitlement to be \$0.00.

C. If any individual is commuting daily to his/her residence the entitlement is \$0.00 regardless of the availability of quarters and messing.

D. For inactive duty training (IDT) or drills per diem is not payable if the IDT is at the assigned unit, drill site or within the local area of the assigned unit or home. Regardless of pay grade, officer, or enlisted, neither messing nor quarters can be reimbursed in any manner.

E. If an IDT is directed at a TDY station (an alternate site outside of the local area of the home or the assigned unit) then per diem is payable per the rules in the JTR chapter 3 and 4.

F. For travel to and from an (AT) site, normal per diem entitlements apply unless the orders indicate that it is members traveling together with no or limited reimbursement. In this case messing and quarters must be provided on the days of travel, per diem is not payable in this status.

G. In all cases the orders must identify what has been directed such as the use of government quarters or messing, and the orders must identify all additional applicable information such as periods of field duty or duty aboard ship. If the TDY is to a U.S. installation OCONUS the orders must identify which incidental rate applies. If the orders do not state that the on-base incidental rate applies, then the locality incidental rate is payable if the member is in a per diem status.

## **50110. LODGING FOR RESERVE MEMBERS WHILE PERFORMING INACTIVE DUTY TRAINING (IDT) AT THEIR HOME TRAINING CENTER (HTC) OR INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) ASSIGNED LOCATION**

### **A. Reference:**

1. DODFMR Vol 9

2. JTR Chapter 7

3. DODI 1225.9

B. This section clarifies the reimbursement of lodging for reserve members when performing IDT at their HTC or Individual Mobilization Augmentee (IMA) assigned location when authorized overnight lodging.

C. Per the JTR, a reserve member's HTC or IMA assigned location is their designated post of duty. Per the DODFMR Vol 9 and DODI 1225.9, when authorized overnight lodging, and lodging is not available or is inadequate, lodging may be provided for the reserve component in the same manner he or she would for members entitled to travel and transportation allowances while on TDY. Members TDY to a U.S. installation are required to utilize government quarters when adequate and available. If government quarters are not available then the member must obtain a statement of non-availability (SNA).

D. Administrative actions. The supporting administrative activities will submit a certified SF 1164 via the document tracking management system (DTMS) to the servicing disbursing or finance officer for reimbursement of lodging. The certifying official must be appointed in writing via DD 577. The SF 1164 must indicate the HTC or IMA assigned location in which the member's drill was conducted. Additionally, the member's lodging receipt and SNA must be attached if government quarters are not available. If the member cannot obtain government quarters then the commercial lodging reimbursement must be limited to the commercial lodging rate at the drill site.

E. DO/FO actions. Upon receipt of a properly certified SF 1164 in DTMS, the DO/FO will ensure the drill site is indicated on the SF 1164 and will reimburse the member the appropriate lodging rate based upon location and government quarters availability. Reimbursements must have a supporting receipt and SNA when applicable. Vouchers will be limited to the government quarters rate at the duty station site if there is no SNA to support commercial quarters. When an SNA is present, the commercial lodging reimbursement will be limited to the commercial lodging rate at the drill site.

**50111. MEALS FOR RESERVE MEMBERS WHILE PERFORMING INACTIVE DUTY TRAINING (IDT) AT THEIR HOME TRAINING CENTER (HTC) OR INDIVIDUAL MOBILIZATION AUGMENTEE (IMA) ASSIGNED LOCATION**

A. Reference:

1. JTR
2. DODFMR Vol 7A
3. 44 COMP GEN 615
4. DODD 1418.05
5. 37 USC 402

B. This section clarifies the proper rate for meals not provided in kind for reserve members when performing IDT at their HTC or IMA assigned location when that duty totals at least eight hours in a calendar day.

C. A reserve member's HTC or IMA assigned location is their designated post of duty. Enlisted reserve members performing IDT at their HTC or IMA assigned location, which totals two drills (eight hours) in a calendar day are to be provided substance in kind (e.g. government provided or contracted meals). In those instances where subsistence in kind is not provided, the enlisted member may be reimbursed for meals not provided. The rate of reimbursement will be the BAS daily meal rate. Members will only be reimbursed a prorated amount for each meal (breakfast, lunch, and/or dinner); breakfast shall be prorated at 20 percent of the daily BAS rate; lunch and dinner shall be prorated at 40 percent of the daily BAS rate. These meals will be considered missed meals and will be reimbursed to the member's master military pay account (MMPA). Officers are not allowed a ration allowance or reimbursement because they are not included in the special rule addressing certain enlisted reserve members per reference (5).

D. Administrative action. Commanding officers or IMA operational sponsors will submit a NAVMC 11116 via the document tracking management system (DTMS) to the servicing DO/FO for missed meals with the following statement:

*Credit the missed meals for the period YYYYMMDD to YYYYMMDD  
\_\_\_ Breakfast meals, \_\_\_ Lunch meals, and \_\_\_ Dinner meals*

E. DO/FO action. Upon receiving a NAVMC 11116 from the Commanding officer, the DO/FO will validate two drills (eight hours) where performed on the respective calendar day the missed meals are claimed by reviewing the D981. Reimbursement will be for one full day of the current monthly BAS rate, of the corresponding year.

#### **50112. COMMANDING OFFICER'S RESPONSIBILITIES (RESERVE COMPONENTS)**

A. Commanding Officers are required to submit commuting orders to the DO/FO which establishes the local commuting distance for their command.

B. They are required to submit claims in accordance with Chapter 2, 3 or 4 of this manual.

#### **50113. DO/FO RESPONSIBILITIES (RESERVE COMPONENTS)**

A. Refer to para 2-20302 of this manual.

#### **50114. PROCESSING DEBTS OF RESERVE COMPONENT**

A. WinIATS will force balance an overpayment of \$10.00 or less to zero. The DO/FO will attempt to collect debts for any amount in excess of \$10.00. The DO/FO does not have the authority to "write-off" a debt. WinIATS is designed to interface with MCTFS and automatically generate a pay record checkage for overpayment of travel entitlements for Marines and members of the Selected Marine Corps Reserve (SMCR), while at the same time clearing the obligation

#### **50115. PROCESSING RESERVE TRAVEL DEBTS**

A. Prior to payment, the DO/FO will utilize MCTFS to identify the pay group of the member. The pay group will identify if the member is in an active or reserve status. Based on the pay group utilize the corresponding checkage LOA. Utilize the active duty LOA if the member's component is anticipated to change from active to reserve within in the next 30 days. The corresponding LOAs are listed in App F.

## Chapter 6 SPECIAL CATEGORY TRAVELERS

### 6-1. SPECIAL CATEGORY TRAVELERS

#### 60101. WESTPAC UNIT DEPLOYMENT PROGRAM (UDP) AUTHORIZATION

A. Deployed per diem is paid to aviation and ground units while at their WESTPAC unit deployment site and/or performing concurrent TDY at a location at which both Government quarters and messing are available.

NOTE: Marine personnel are paid UDP entitlements via admin. Rates are updated via [a service message \(TAN\)](#). Navy personnel are paid via DTS.

#### 60102. WESTPAC UDP DEPLOYED PER DIEM RATES

A. Reference:

1. MCO P3000.15B

B. The Secretary of the Navy has given the CMC the authority to prescribe per diem rates for units deployed outside CONUS. CMC (RFF) publishes these rates and issue updates by [a service message \(TAN\)](#). No deviations from these rates are authorized.

C. The UDP rate is an adjusted flat per diem rate and is predicated on the fact that Government quarters and messing facilities are available while in garrison. The periods spent in a field duty status are included in the adjusted computation. Therefore, members on UDP remain authorized to the deployed flat per diem rate while in a field duty status.

#### 60103. WESTPAC UDP CONDITIONS WHEN DEPLOYED PER DIEM IS PAYABLE

A. Reference:

1. MCO P3000.15B

B. When at the WESTPAC UDP sites and Government quarters and messing are available.

C. When concurrent TDY away from the WESTPAC UDP site, when Government quarters and messing are available, to include periods involving field duty. When contracted quarters and messing are utilized away from the UDP location, and paid for with the WESTPAC Commander's Operations and Maintenance, Navy (O&MN) or Operations and Maintenance, Marine Corps (O&MMC) funds, a member continues to receive deployed per diem.

1. [When Marines are TAD/TDY and in EUM status and are required to perform travel away from their deployed duty location site for 24 hours or more, individual orders must be issued covering the specific period of TAD. When a member is TAD less than 24 hours, it is incumbent upon the unit as much as possible, to provide government meals \(e.g. prearranged boxed meals, meals ready to eat \(MREs\)\) for periods in which a member is away from messing facilities. If unforeseen circumstances exist \(e.g. transportation maintenance which requires additional unscheduled time away from the duty site\) which result in missed meals, the servicing administrative unit may request a credit of individual missed meals via a NAVMC 11116 to the DO/FO per APSM Chapter 6.](#)

#### **60104. WESTPAC UDP CONDITIONS WHEN DEPLOYED PER DIEM IS NOT PAYABLE**

A. Reference:

1. MCO P3000.15B

B. Deployed per diem allowances terminate at 2400 hours the day before one of the following periods begins and resume at 0001 the day after the period ends:

1. Members traveling together status with no reimbursement.
2. Leave.
3. Unauthorized absence status.
4. In hands of foreign authorities.
5. Confinement.
6. Sick in hospital or sick-misconduct.
7. Embarked on or performance of duty aboard a ship.
8. Authorized to locality per diem rate.
9. Authorized the locality per diem rate as a member of the advance or rear party.
10. TDY from the UDP location as a member of the advance or rear party.

C. When Government quarters and messing are not available or provided, the locality per diem rate must be paid.

D. For members of the advance and rear party, claims are paid locality per diem based on the availability of Government quarters and messing. Advance and rear party travel claims may be paid via DTS.

E. For any situation not addressed by guidance provided in the references, notify Headquarters Marine Corps CMC (MPO/RFF) of specific circumstances by naval message and clarification will be provided.

#### **60105. WESTPAC UDP FUNDING RESPONSIBILITIES**

A. CMC (M&RA) has a UDP Appropriation that is only used to pay the deployed per diem rate.

1. Respective Marine Force Commanders O&MN or O&MMC funds provide funding for:

a. UDP advance and rear parties, to include aircrews ferrying aircraft to and from the WESTPAC location.

2. Periods of concurrent TDY when Government quarters and messing are not provided.

3. Contract quarters and messing that are required away from the WESTPAC location.

#### **60106. WESTPAC UDP PAYMENT PROCEDURES**

A. Reference:

1. MCO P4600.7

B. Marines. Pay deployed per diem for Marines on a WESTPAC UDP through MCTFS.

C. Navy/Other Service Personnel in Support of UDP.

1. This is the Commanding Officer's Responsibility.

- a. Contact CMC (MB) at DSN 278-9610 to obtain appropriation data.

- b. Once appropriation data has been obtained, issue orders to personnel assigned to the deploying unit citing HQMC UDP appropriation.

- c. Submit for per diem payments in the same manner as for Partial Settlements (see Chapter 5 of this manual). Ensure each claim reflects periods of non-authorization (i.e., periods of leave, confinement, etc.).

- d. Include member's current EFT information.

- e. Check UDP per diem during concurrent TDY periods when Government quarters and messing are not provided.

- f. Provide an electronic or hard copy of all settled travel vouchers to the appropriate liaison or finance office permanently servicing Navy/other service personnel.

D. DO/FO Responsibility. Process claims for payment in the same manner as TDY Partial Settlements, ensuring periods of non-entitlement are deducted from the payment (see Chapter 5 of this manual for further guidance).

E. Concurrent TDY. When a member is performing concurrent TDY and both Government quarters and messing are not provided, the order must be issued citing the appropriate Commander's appropriation. These TDY periods will then be processed in accordance with Chapter 5 of this manual or through DTS. Commanders are required to check UDP per diem in accordance with the MCO P4600.7 prior to submitting the claim to the DO/FO for settlement.

#### **60107. STANDARD FLAT RATE PER DIEM ALLOWANCE**

A. Special Purpose MAGTF (SPMAGTF) Crisis Response

1. Reduced per diem rate results in members being entitled to the meals (subsistence) portion of per diem and the applicable OCONUS incidental expense (IE) rate. However, the meals portion will be automatically withheld/deducted from the member's per diem rate reimbursement in order to pay for government provided meals, so the Marines will see only the IE portion in their pay.

2. Effective 1 May 2014 the following remarks and rates have been established for the

SPMAGTF Crisis Response units based on their location and the circumstances at that location as follows:

SPMAGTF CRISIS RESPONSE (MORON, SPAIN) CODE (E) IE RATE \$3.50 SPMAGTF CRISIS RESPONSE (TRIPOLI, LIBYA) CODE (F) IE RATE \$21.00.

3. Units currently deployed as part of SPMAGTF Crisis Response will close out any manual or Defense Travel System (DTS) travel claims with an effective date of 30 April 2014. Units will report the MCTFS transaction type code (TTC) 327 with the appropriate code designator listed above in order to start the standard flat rate per diem for these SPMAGTF's from 1 May 2014 forward. Since these members are TAD they are entitled to per diem and Basic Allowance for Subsistence (BAS). Consequently, there will be no BAS checkage reported since meals are being paid for via direct withholding from the members per diem entitlement. MCTFS will automatically withhold per diem for any periods of non-entitlement (e.g. leave, field duty, sea duty, etc.) As required by the reference. Disbursing and finance offices will use TTC 612/613 to credit/check this standard flat rate per diem when required.



## **6-2. TEMPORARY DISABILITY RETIRED LIST (TDRL)**

### **60201. TEMPORARY DISABILITY RETIRED LIST (TDRL) REQUIRED TO UNDERGO PERIODIC PHYSICAL EXAM**

A. A member on the TDRL, undergoing a required periodic physical examination, is in a travel status for the travel to and from the medical facility, and during the examination, except when both the member's home and the medical facility are within the corporate limits of the same city or town.

B. A member retired or separated for a physical disability being reevaluated by a Physical Evaluation Board (PEB) is also in a travel status during a hearing and the travel to and from the hearing, except when the member's home and the location of the PEB are within the corporate limits of the same city or town.

### **60202. TDRL ORDERS (MEDICAL REASONS)**

A. A TDRL order is issued by CMC Code MMSR-4, and is sent to the member's home directing him/her to report to a designated hospital for an examination. Generally, a member on TDRL is directed to travel for an exam every 18 months, for a period of up to 5 years from the date placed on the TDRL.

### **60203. TDRL MEMBERS WHO REQUIRE AN ATTENDANT OR ESCORT**

A. Certain members on the TDRL, incapable of traveling alone to their periodic physical examinations, may require an attendant or escort. The attendant or escort may be a member, a U. S. Government civilian employee, or any other person considered suitable by the member and the appropriate official ordering the physical examination.

B. The attendant/escort must also be issued an order, DD Form 610 or an Invitational Travel Order (ITO) from CMCMMMSR-4 or be included in the member's travel authorization (identified as attendant or escort). The attendant/escort is authorized travel and transportation allowances in the same manner as a civilian employees on TDY.

### **60204. TDRL TRAVEL CLAIM SETTLEMENT**

A. Upon completion of the periodic physical exam/TDY period, the member and attendant/escort must complete and sign a DD Form 1351-2 and submit it along with a copy of the TDRL order and any applicable receipts (see paragraph 50301 of this manual for further guidance) to the Finance Officer, 3250 Catlin Avenue, Quantico, Virginia 22134-5001 for settlement.

## **6-3. MEMBER MENTALLY INCOMPETENT**

### **60301. PERSONS WHO ARE DECLARED MEDICALLY INCOMPETENT GENERAL**

A. Reference:

1. SECNAVINST 4950.4A

B. A member who has been declared mentally incompetent by the Physical Evaluation Board (PEB) is placed on TDRL or PDRL. When CMC (MMSR-4) receives the determination from the PEB, the appropriate remark TTC 554 is run into MCTFS.

C. Once the member is placed on TDRL or PDRL due to mental incompetence, the next of kin, or designated person via power of attorney, may apply to DFAS-CL (GA) Legal Counsel to be appointed as a trustee for the member. SecNav has appointed DFAS-CL (GA) as the competent authority for establishing and auditing trustees for Navy and Marine Corps personnel. Trustee designation is covered in SECNAVINST 4950.4A "Joint Security Assistance Training (JSAT)".

### **60302. PERSONS WHO ARE DECLARED MEDICALLY INCOMPETENT PROCESS**

A. Reference:

1. MCO P4600.7

B. Normally, once a member has been declared mentally incompetent, all payments to the member's account would cease with the exception of any health and comfort payments that would be made by the servicing DFAS center as outlined in "Marine Corps Personal Property Transportation Manual (MARCORSEPMAN)."

C. Once the trustee is appointed, the trustee can act on behalf of the member in all matters. The administrative section must assist the trustee in completing or processing the DD Form 1351-2 and ensure all supporting documentation is attached. The claim must then be submitted to the appropriate DO/FO for liquidation. The "appropriate settlement office" is defined as the DO/FO who is responsible for processing the member for discharge.

### **60303. PERSONS WHO ARE DECLARED MEDICALLY INCOMPETENT PAYMENT PROCEDURES**

A. The payment of allowances or the collection of the debt will not be made by the DO/FO. A copy of the final settlement voucher, to include elapsed time and/or any leave information, travel order, the JAG letter, an approved medical board report, a trustee designation, or other documentation must be forwarded electronically or by mail to Financial Systems, Special Processing Team C/JFLAFA IN DFAS-CL (216) 522-5645 DSN 580-5645 EMAIL: CCLMCCLAIMS@DFAS.MIL.

B. The travel claim(s) must be settled and paid through WinIATS in order to charge all lines of accounting and liquidate any outstanding travel advances. If the member died en route, an estimated amount may need to be used, but the claim must still be paid through WinIATS. Refer to Chapter 6 of this manual for guidance.

C. Travel allowances must be charged to the appropriate line(s) of accounting as provided in the member's order. Adding another line of accounting, the MMPA 2D credit line of appropriation, would then

zero the voucher out.

17\*1105.2752 021 067443 2D 074124 FROMSABRSDNL \$200.00

17\*1105.2752 021 067443 2D 074122 FROMSABRSDNL \$300.00

17\*1105.2702 011 126910 2D IATSTA 000Mbrs'SSN {\$500.00}

The \$500.00 is selected by requesting debit when entering the LOA in WinIATS. If the settlement of the claim results in a debt (Due U.S.) use the MMPA "2I" line of accounting, and then certify the diary as normal.

17\*1105.2752 021 067443 2D 074125 FROMSABRSDNL \$200.00

17\*1105.2752 021 067443 2D 074123 FROMSABRSDNL \$300.00

17\*1105.2752 021 067443 1K 000000 000Mbrs'SSN \$600.00

17\*1105.2702 011 126910 2I IATSTA 000Mbrs'SSN \$100.00

## **6-4. FAMILY MEMBER TRAVEL TO BEDSIDE**

### **60401. TRANSPORTATION OF FAMILY MEMBERS TO BEDSIDE OF SERIOUSLY ILL/INJURED (SI) OR VERY SERIOUSLY ILL/INJURED (VSI) MARINES GENERAL**

A. Reference:

1. JTR Chapter 7

B. An Invitational Travel Order (ITO) may ordinarily be issued to no more than 3 family members for round-trip transportation and per diem to visit an active duty Marine who is categorized as SI or VSI. This applies to all members hospitalized in a medical facility in CONUS or OCONUS. Per diem is authorized.

C. Issuance of an ITO requires the submission of a Personnel Casualty Report (PCR), an ITO request, and a letter/request from the attending physician of the service member requesting the presence of the family members.

### **60402. TRANSPORTATION OF FAMILY MEMBERS TO BEDSIDE OF SI/VSI MARINES ORDERS**

A. The Marine's command or the Patient Administrative Team (PAT) must submit the request for an ITO to MRPC. These can be <mailto:casualty.section@usmc.mil> point of contact (703-784-9512).

B. Along with the required physician and Commander's statement, the command must also provide MRPC with the phone/fax numbers and email address of the Command point of contact assigned to each case for MRPC to confirm receipt of the required documents.

C. The parent command/unit will then assist the family members in obtaining transportation via CTO to/from the Marine's bedside. Commanders are not authorized to utilize command funds to issue this type of orders.

### **60403. TRANSPORTATION OF FAMILY MEMBERS TO THE BEDSIDE OF SI/VSI MARINES ADMINISTRATIVE SUPPORT**

A. Prior to the family member(s) departure from the hospital, the Marine's command or patient assist team will assist the family members in completing their DD Form 1351-2 by constructing their travel home. Whoever is assisting the family must ensure that a telephone number for the organization, as well as a number for the family members is included on the DD Form 1351-2. Additionally, the travelers' e-mail addresses should be included on the DD Form 1351-2 as appropriate. Once the family member(s) have arrived home, whoever is assisting must submit the travel claim directly to the DO/FO listed on the ITO for travel settlement liquidation.

### **60404. IDENTIFYING PAYMENT SETTLEMENT OFFICES FOR SI/VSI FAMILY MEMBER CLAIMS**

A. Settlement of claims for family member travel contained in this chapter will be by one of the following: The Disbursing Officer, I MEF, Camp Pendleton, California; the Disbursing Officer, II MEF, Camp Lejeune, North Carolina, or the Finance Officer, Marine Corps Base, Quantico, Virginia.

B. Family member travel claims in connection with Marine patients who are hospitalized aboard

Camp Pendleton, California (to include Balboa Naval Hospital, Brooke Army Medical Center and Tripler Army Medical Center) are submitted to the Disbursing Officer, I MEF, and Camp Pendleton, CA.

C. Family member travel claims in connection with Marine patients who are hospitalized aboard Camp Lejeune, NC (to include Landstuhl Regional Medical Center) are submitted to the Disbursing Officer, II MEF, and Camp Lejeune, NC.

D. Family member travel claims in connection with Marine Patients at the National Naval Medical Center (NNMC), Walter Reed Army Medical Center, or any other medical facility (i.e. Portsmouth Naval Hospital) are submitted to the Finance Officer, Quantico, VA.

E. Points of contact for disbursing support are:

1. Disbursing Officer, I MEF Bldg. 1164, Box 555002 Camp Pendleton, California 92055-5002 Phone: (760) 763-7100 Fax: (760) 725-5030 ORGMB: 1MEF\_DISBURSING\_TRAVEL@usmc.mil

2. Disbursing Officer, II MEF Bldg. 10, PSC Box 20002 Camp Lejeune, North Carolina 28542 Phone: (910)451-7760/7761 Fax: (910)451-7799 ORGMB: SMBLEJDISBOTRAVEL@usmc.mil

3. Finance Officer (B183) 3250 Catlin Avenue, Bldg. 2034 Quantico, Virginia 22134 Phone: (703)784-2403 Fax: (703)432-0301 ORGMB: QuanTravelOffice@usmc.mil

NOTE: Family members can be provided a debit card which can be used by the DO/FO in order receive an advance of \$300 to \$500.

#### **60405. TRANSPORTATION OF FAMILY MEMBERS TO BEDSIDE OF SI/VSI MARINES DO/FO RESPONSIBILITIES**

A. Upon receipt, the DO/FO processes the travel settlement immediately. In instances when the claim is not submitted properly, the DO/FO must coordinate directly with the Marine's command or PAT to rectify any discrepancies. In a case when proper documentation cannot be obtained from the family members within 5 business days, the claim, along with a written description of all discrepancies, will be forwarded to the Marine's command or PAT. The DO/FO must maintain a suspense file of all claims that cannot be settled until the required documentation is returned. POC information, to include the phone number of the DO/FO must be included with any claim that is returned for additional documentation.

#### **60406. TRANSPORTATION OF FAMILY MEMBERS TO BEDSIDE OF SI/VSI MARINES RESTRICTIONS**

A. Reference:

1. JTR Chapter 5 & 7

B. Travel at Government expense is only authorized for three family members, unless competent authority as defined by HQMC authorizes additional family members. Because time is often crucial, the family members may be required to obtain such transportation independently. When this occurs, reimbursement of the actual travel cost is reimbursed up to what it would have cost the government. The term "Family Member" for this type of travel is defined in Chapter 5 of the JTR.

## **6-5. HOSPITALIZED IN CONUS AS NOT SERIOUSLY INJURED (NSI)**

### **60501. HOSPITALIZED IN CONUS FOR AN INJURY CATEGORIZED AS NOT SERIOUSLY INJURED (NSI) THAT IS SUSTAINED IN A COMBAT OPERATION/AREA GENERAL**

A. Reference:

1. JTR Chapter 5, 7, App E

B. Invitational Travel Orders (ITOs) may be issued to no more than 3 family members for round-trip transportation and per diem to visit an active duty Marine who is categorized as NSI and was injured in a combat operation or area. This family member travel applies to all members hospitalized in a medical facility in CONUS. Per diem is authorized in accordance with Chapter 5 of the JTR for not to exceed 30 days unless an extension is authorized by competent authority as defined by HQMC.

C. ITOs are authorized and issued by competent authority as defined by HQMC. Issuance of an ITO requires that there be a reasonable expectation from the treating physician that the member will remain hospitalized in an inpatient status in a hospital in the United States.

### **60502. HOSPITALIZED IN CONUS FOR AN INJURY CATEGORIZED AS NSI ORDERS**

A. The Marine's command or the PAT must submit a request for ITOs to Headquarters, U.S. Marine Corps, Casualty Section, Code (MRPC), before Invitational Travel Order (ITOs) can be issued to the family members.

B. The request can be faxed (703-784-4134) to CMC MRPC or emailed to:casualty.section@usmc.mil. Their point of contact is (703-784-9512). The parent command or PAT must also provide MRPC with the phone/fax numbers and email address of the point of contact handling the case. Commanders are not authorized to utilize command funds to issue these types of orders.

C. The patient assist team will then assist the family members in obtaining transportation via CTO to/from the Marine's bedside. Because time is often crucial, the family members may be required to obtain such transportation independently, when this occurs, reimbursement of the actual travel cost is reimbursed up to what it would have cost the government.

### **60503. HOSPITALIZED IN CONUS FOR AN INJURY CATEGORIZED AS NSI ADMINISTRATIVE SUPPORT**

A. Prior to the family member(s)' departure from the hospital, the Marine's command or PAT will assist the family members in completing their DD Form 1351-2 by constructing their travel home. Whoever is assisting the family must ensure that a telephone number for their organization, as well as a number for the family members are included on the DD Form 1351-2. Additionally, the travelers' e-mail addresses should be included on the DD Form 1351-2 as appropriate. Once the family member(s) have arrived home, whoever is assisting must submit the travel claim directly to the DO/FO listed on the ITO for travel settlement liquidation.

### **60504. IDENTIFYING PAYMENT SETTLEMENT OFFICE FOR NSI FAMILY MEMBER CLAIMS**

A. Settlement of claims for family member travel contained in this chapter will be by one of the following: The Disbursing Officer, I MEF, Camp Pendleton, California; the Disbursing Officer, II MEF,

Camp Lejeune, North Carolina, or the Finance Officer, Marine Corps Base, Quantico, Virginia.

B. Family member travel claims in connection with Marine patients who are hospitalized aboard Camp Pendleton, California (to include Balboa Naval Hospital, Brooke Army Medical Center, and Tripler Army Medical Center) are submitted to the Disbursing Officer, I MEF, and Camp Pendleton.

C. Family member travel claims in connection with Marine patients who are hospitalized aboard Camp Lejeune, are submitted to the Disbursing Officer, II MEF, Camp Lejeune.

D. Family member travel claims in connection with Marine Patients at the National Naval Medical Center (NNMC), Bethesda, Maryland, Walter Reed Army Medical Center, or any other medical facility (i.e., Portsmouth Naval Hospital, Norfolk, VA) are submitted to the Finance Officer, Quantico, Virginia.

E. Points of contact for disbursing support are:

1. Disbursing Officer  
I MEF Bldg. 1164  
Box 555002  
Camp Pendleton, California 92055-5002  
Phone: (760) 725-3282  
Fax: (760) 725-5030  
ORGMB: 1MEF\_DISBURSING\_TRAVEL@usmc.mil
2. Disbursing Officer  
II MEF Bldg. 10  
PSC Box 20002  
Camp Lejeune, North Carolina 28542  
Phone: (910) 451-7760/7761  
Fax: (910) 451-7799  
ORGMB: SMBLEJDISBOTRAVEL@usmc.mil
3. Finance Officer (B183)  
3250 Catlin Avenue, Bldg.  
2034 Quantico, Virginia 22134  
Phone: (703) 784-2171  
Fax: (703) 784-2629  
ORGMB: QuanTravelOffice@usmc.mil

#### **60505. HOSPITALIZED IN CONUS FOR AN INJURY CATEGORIZED AS NSI DO/FO RESPONSIBILITIES**

A. Upon receipt, the DO/FO will process the travel settlement immediately. In instances when the claim is not submitted properly, the DO/FO must coordinate directly with the family members to rectify any discrepancies. In a case when proper documentation cannot be obtained from the family members within five business days, the claim, along with a written description of all discrepancies will be forwarded to the Marine's command or PAT. The DO/FO must maintain a suspense file of all claims that cannot be settled until the required documentation is returned. POC information, to include the phone number of the DO/FO must be included with any claim that is returned for additional documentation.

## **60506. HOSPITALIZED IN CONUS FOR AN INJURY CATEGORIZED NSI RESTRICTIONS**

A. Reference:

1. JTR Chapter 7

B. Travel at Government expense is only authorized for three family members, unless HQMC authorizes more family members utilizing the Secretarial Process. The term "Family Member" for this type of travel is defined in Chapter 7 of the JTR.



## **6-6. TRAVEL OF FAMILY TO BURIAL/MEMORIAL SERVICE**

### **60601. TRANSPORTATION OF FAMILY MEMBERS TRAVEL TO ATTEND BURIAL/MEMORIAL SERVICES OF DECEASED MARINES - GENERAL**

A. Reference:

1. JTR Chapter 7

B. Eligible relatives are authorized travel and transportation allowances to the burial or memorial service (if no remains are recovered) of a deceased member. Furthermore, per diem is payable for the time necessary to travel to the location concerned, up to two days at the location, and the time necessary to travel from that location back home. The term "Eligible Relatives are identified" is defined in Chapter 7 of the JTR. Chapter 7 of the JTR provides for others to travel if those mentioned above do not require travel or do not elect the allowances. The person authorized to direct disposition (PADD) can authorize two other family members to travel on their behalf.

C. The specific allowances for the family members that receive authorization to travel are explained in Chapter 7 of the JTR.

### **60602. TRANSPORTATION OF FAMILY MEMBERS TO ATTEND BURIAL/MEMORIAL SERVICES OF DECEASED MARINES - ATTENDANT OR ESCORT**

A. Reference:

1. JTR Chapter 7

B. CMC, MRPC will issue ITOs in accordance with Chapter 7 of the JTR

### **60603. TRANSPORTATION OF FAMILY MEMBERS TO ATTEND BURIAL/MEMORIAL SERVICES OF DECEASED MARINES - PROCESS**

A. Reference:

1. JTR Chapter 7

B. The deceased member's command is responsible for assigning a Casualty Assistance Call Officer (CACO) after coordination with CMC, MRPC when the primary next of kin (PNOK) or secondary NOK (SNOK) resides in the same geographical area as the casualty's reporting unit. Otherwise, CMC, MRPC will be responsible for tasking the appropriate installation/station that will then task the CACO. CMC, MRPC has exclusive authority to issue ITOs.

C. The CACO assists the family in acquiring the transportation via CTO to and from the burial/memorial location. Because time is often crucial, if the family members elect to drive or obtain commercial transportation independently, reimbursement of mileage or the commercial transportation is authorized and paid in accordance with Chapter 7 of the JTR

D. Upon completion of travel, the CACO, along with the unit's administrative section, will assist the family members in completing their DD Forms 1351-2 and ensure all supporting documentation is attached. The claim must then be submitted to the appropriate travel settlement office for liquidation. The "appropriate settlement office" is defined as the DO/FO that supports the CACO.

## **6-7. DECEASED MARINE UNSETTLED TRAVEL CLAIM**

### **60701. PROCEDURES FOR PAYMENT OF UNSETTLED CLAIMS FOR DECEASED MEMBERS - GENERAL**

A. Reference:

1. DODFMR Vol 7 & 9

B. Substantiation. Casualty Report.

C. Commanding Officer's Action. A completed travel voucher (DD Form 1351-2) with the statement "MEMBER DECEASED" in the signature block is to be submitted to the servicing Disbursing Office/Finance travel office with all supporting documentation. This includes travel vouchers initiated in DTS. Supporting documentation includes all orders and endorsements, receipts, and a copy of the Report of Casualty (DD Form 1300). The servicing Disbursing Office/Finance travel office responsible for the deceased member's travel and pay and allowances is also responsible for the liquidation of unsettled travel claims. For members who were enroute to a new PDS, the Disbursing Office/Service Finance Office at the new PDS is responsible for the settlement of the travel claim(s). Final dependent travel of the deceased member and burial site travel are to be settled by the Disbursing Officer/Finance Officer that supports the Casualty Assistance Officer (CAO).

### **60702. PROCEDURES FOR PAYMENT OF UNSETTLED CLAIMS FOR DECEASED MEMBERS - TDY CLAIMS**

A. TDY Claims. If the member was enroute to/from a TDY site, the member is entitled to travel and transportation to the place of death, not to exceed the official distance between the PDS and the TDY site. Per Diem is payable through 2400 on the date of death, whether or not the member was traveling to/from the TDY site or at the TDY site. When a member is in a TDY leave status on the day of death, leave is not to be charged for that day. The leave is stopped on the day prior to the day of death. The leave is shown on the DD Form 1351-2 but is not to be reported into the MCTFS. Any payments/charges that occur for taking leave will be computed by DFAS-CL.

B. Defense Travel System Claims. A DTS voucher will be created in DTS but not signed or certified. The voucher will be updated to reflect the date of death as the last day of TDY with applicable remarks added to the claim indicating such. The voucher, to include the DD Form 1300, Report of Casualty and all supporting documentation and receipts, must be printed and submitted to the servicing Disbursing or Finance Office. The DO/FO will use the printed voucher and supporting documentation as the basis for input into IATS when computing the claim, as indicated in Chapter 6 of this manual. Because the payment will be processed outside of DTS the unsigned and uncertified voucher will be removed from DTS and the authorization shall be cancelled. Cancelling the authorization will de-obligate the funds and prevent the authorization from appearing on the un-submitted voucher report. Any unused tickets remaining must be reported to Commercial Travel Office to ensure a credit is received from the airline. Cancelling the authorization in DTS de-obligates the funds in the accounting system; therefore, the command's comptroller office must be contacted with a request to enter a new obligation in the accounting system.

NOTE: Prior to processing the voucher in IATS, the DO/FO will validate the member's EFT and GTCC account information. Pay the mandatory split amount and send the rest of the funds to DFAS-CL.

### **60703. PROCEDURES FOR PAYMENT OF UNSETTLED CLAIMS FOR DECEASED MEMBERS - PCS CLAIMS**

A. If the member was en route to the new PDS, the deceased member is authorized travel and transportation allowances, to include per diem through 2400 on the date of death. These allowances are payable to the place of death not to exceed the official distance between the old permanent duty station and the new permanent duty station.

B. If the member was in a PCS leave status on the day of death, leave is not charged for that day. The elapsed time will be computed on the travel voucher; however, it will not be entered into MCTFS. Any payments/charges occurring from the taking of leave will be computed and paid by DFAS-CL, code JFLAFA.

### **60704. PROCEDURES FOR PAYMENT OF UNSETTLED CLAIMS FOR DECEASED MEMBERS - PAYMENT PROCEDURES**

A. The travel claim(s) must be settled and processed through WinIATS to charge all lines of accounting and liquidate any outstanding travel advances. If the member died enroute, a pre-computed amount may need to be used. However, the claim must still be paid through WinIATS.

B. Travel and transportation allowances must be charged to the appropriate line(s) of accounting as provided in the member's orders. Then zero out the voucher (making it an invalid voucher) by adding an additional line of accounting (the MPPA appropriation with a "2D" credit).

C. The payment of allowances or the collection of the debt will not be made by the DO/FO. To ensure payments are made timely to the member's beneficiary(s) by DFAS-CL, the DO/FO must ensure the settlement is from the Travel Appropriation due into the Pay and Allowance Appropriation for all monies due. Send a complete copy of the final settlement voucher, to include elapsed time and/or any leave information, travel orders and the DD FORM 1300, via electronic mail or fax to DFAS-CL. The fax number is (216)522-7008/DSN580-7008. The email address is: CCLMCCASUALTY-DEATHGRAT@DFAS.MIL. Receipt of documentation will be confirmed at (216) 522-5650.

NOTE: The spouse may elect to change the EFT information. DO/FO should coordinate with the CACO.

## **6-8. FAMILY TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD**

### **60801. DEPENDENTS' TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD - GENERAL**

A. Reference:

1. JTR Chapter 7

B. The surviving family members of a deceased Marine are authorized PCS travel and transportation allowances (to include DLA, based on the MBR's rank) for their final PCS travel home. Dependents are authorized travel and transportation allowances to the Marine's home of record or to such other location as may be authorized and approved by the official designated by the Secretarial Process.

C. The DO/FO will not directly contact the dependents of a deceased member if their travel claim results in a debt of any type. DO/FO will coordinate with RFF.

### **60802. DEPENDENTS' TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD - COMMAND RESPONSIBILITIES**

A. Reference:

1. JTR Chapter 7

B. The member's parent command is responsible for the issuance of a PCS order. The order should be issued to the member's spouse, listing the names and ages of any children that are authorized to travel under such PCS order. The appropriation data should be reflected in MCTFS on the D860 screen.

C. If the member's only surviving dependents are minor children, the children are unable to travel alone and require the assistance of an escort, the provisions of chapter 7 of the JTR for escort should be followed.

### **60803. DEPENDENTS' TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD - SUBMISSION PROCESS**

A. Reference:

1. JTR Chapter 5

B. The authorization for dependent travel and transportation allowances ends if the dependents do not begin travel to their final home within one year from the official status report (DD Form 1300, report of casualty). An extension of this time limit may be authorized and approved via the Secretarial Process using the local transportation management office. See Chapter 5 of the JTR.

C. Once the dependents have completed travel to their selected home, the spouse or legal guardian must complete and sign a DD Form 1351-2 (travel voucher). The following supporting documentation is required:

1. DD Form 1351-2.
2. Copy of PCS Orders.

3. Copy of DD Form 1300 (Report of Casualty).
4. Any applicable receipts (airline/bus tickets, etc.), and
5. Direct deposit (EFT information).

**60804. DEPENDENTS' TRAVEL WHEN MEMBER OFFICIALLY REPORTED AS DEAD - DO/FO PROCEDURES**

- A. The DO/FO servicing the Marine's local command may provide an advance to the dependents if requested.
- B. Payment of travel allowances will be made directly to the spouse or legal guardian of minor children.

## **6-9. TRAVEL OF WITNESSES**

### **60901. WITNESSES - MEMBER OF THE UNIFORMED SERVICES**

A. Reference:

1. JTR Chapter 7

B. An active duty member who serves as a witness on behalf of the United States in any case involving the Services is to be issued a TDY order and is authorized travel and transportation allowances in the same manner as any other service member on regular TDY.

C. Travel allowances are payable from the O&M Funds that support TDY travel for the convening authority of the court-martial. See chapter 7 of the JTR.

D. The member submits the claim to the DO/FO that supports his/her PDS, except when funded by an agency other than the Marine Corps or Navy. When another agency provides the funding, the orders must provide the address to which the member must submit the claim for settlement, which should be the finance office that supports the command that provided the funding for the orders.

### **60902. WITNESSES - DOD CIVILIAN EMPLOYEE**

A. Reference:

1. JTR Chapter 7

B. A DOD civilian employee who is summoned as a witness, or is assigned by the employing agency to testify or produce official records on behalf of the United States, is to be issued a TDY travel authorization and is authorized travel and transportation allowances in the same manner as an employee on normal TDY.

C. Travel allowances are payable from the O&M funds of the agency who summoned the witness.

D. The employee must submit the claim to the DO/FO that supports the employee's PDS, except when funded by an agency other than the Marine Corps or Navy. When another agency provides the funding, the order must provide the address which the employee must submit the claim for settlement, which should be the finance office that supports the command that provided the funding for the order.

### **60903. WITNESSES "NON-GOVERNMENT EMPLOYEE"**

A. Reference:

1. JTR Chapter 7

B. A non-government employee, who is called to testify as a witness before a military court-martial or to appear at a place at which a deposition is to be taken for use before a court or fact-finding body, is authorized travel and transportation allowances in the same manner as a civilian employee on normal TDY.

C. An ITO must be issued for the individual to receive payment of travel and transportation

allowances (see appendix E of the JTR for further guidance). Only an individual actually subpoenaed may be issued an ITO and paid travel and transportation allowances.

D. Travel allowances are payable from the O&M funds of the agency that summoned the witness.

E. The Office of the Judge Advocate General should assist the traveler with the completion/submission of the DD Form 1351-2 (Travel Voucher) and all supporting documentation for payment. Submit the claim to the DO/FO that supports the office of the convening authority for the court-martial for reimbursement of travel and transportation allowances only.

1. Witness Fees. A witness that is a non-DOD employee must be paid an attendance/witness fee in addition to TDY travel and transportation allowances. These fees, to include expert witness fees, are a mission vice travel related expense, and must be paid through Defense Finance Accounting Service, Columbus, OH Vendor Pay Division, using the Standard Form (SF) 1034 (Public Voucher). The SF 1034 must be supported by the ITO and/or the subpoena and by a certified copy of the order appointing the court-martial, court of inquiry, or investigation.

## **6-10. MARINE CORPS JR. RESERVE OFFICERS TRAINING CORPS (MCJROTC)**

### **61001. MARINE CORPS JR. RESERVE OFFICERS TRAINING CORPS (MCJROTC) – GENERAL**

A. Reference:

1. JTR Chapter 7

B. MCJROTC instructors are retired Marine Corps members employed by various high schools throughout the country, and are responsible for running the high school's Junior ROTC Program.

C. When necessary, an instructor may require "chaperones" to travel with the instructor and the Junior ROTC students. Chaperones are individuals not employed by the Government (in many cases the Chaperone is the instructor's spouse). For example, if the majority of the ROTC students and the instructor are male, a female chaperone must be invited to travel on behalf of the female students.

### **61002. MCJROTC - ORDERS**

A. Reference:

1. JTR Chapter 7

B. The various Marine Corps Districts issue invitational travel orders to the instructors and/or chaperones. Travel and transportation allowances are authorized for these individuals in the same manner as for a civilian employee on a TDY order.

### **61003. MCJROTC - TRAVEL CLAIM SETTLEMENT**

A. The DO/FO responsible for the instructor's Marine Corps District settles this type of travel claim.

B. The following documents are required to ensure proper settlement: A completed DD Form 1351-2, copy of the original invitational travel order and/or modifications (if applicable) lodging receipts, and any receipts for expenses of \$75.00 and greater.

C. An order for this type of travel is non-reporting, and therefore, does not direct the instructor/chaperone to utilize available Government lodging or mess when TDY on a U.S. Installation. However, if the traveler indicates on the voucher that the traveler did, in fact, procure meals in a Government mess, payment should be based at the mess available rate or the proportional meal rate when claiming only one or two meals, but not all three.

D. The high school usually provides the transportation to and from the TDY location. However, the instructor and chaperones are authorized to their mileage to/from their home and the high school.

E. The high school is also responsible for all of the travel and transportation expenses of the Junior ROTC students.



## **6-11. FOREIGN TRAINEES**

### **61101. FOREIGN TRAINEES - ALLOWANCES**

A. Reference:

1. SAMM Chapter 10

B. Foreign trainees receive training under various programs that are explained in the Security Assistance Management Manual (SAMM). The programs most frequently used are:

1. Foreign Military Sales (FMS). Foreign military sales to eligible friendly nations, authorized under the Arms Export Control Act, provide USN/USMC training at no cost to the United States. The purchasing country is responsible for all transportation and travel costs for Foreign Military Sales (FMS) Foreign Military Trainees (FMTs).

2. International Military Education and Training (IMET). IMET, a grant-type assistance program, provides training for eligible foreign countries using U.S. appropriated funds.

### **61102. FOREIGN TRAINEES - TRAVEL AUTHORIZATIONS**

A. An ITO, whether under IMET or FMS, is required. It provides guidance to the appropriate agency to determine which support is payable. Additionally, an ITO for IMET IMSs must cite the appropriation to which travel, living allowance, and other authorized expenses are chargeable if appropriate. If Defense Security Cooperation Agency (DSCA) has authorized funding of travel and/or living allowances from an FMS case, include the fund cite provided by the Service in the ITA. An FMS ITA does not contain fund cites as all expenses are the responsibility of the purchasing country.

### **61103. FOREIGN TRAINEES - LIVING ALLOWANCE**

A. Reference:

1. SAMM Chapter 10
2. NAVMEDCOMIST 6320.19

B. The foreign government must provide IMSs with sufficient funds in dollar instruments to defray their initial expenses until living allowance payments are made. However, if IMET IMSs arrive at training installations without sufficient funds, they may be paid advance payments of living allowance at the Point Of Entry or the first training installation. All requests for payments for lodging and per diem will be submitted on a SF 1164 with a copy of the ITO. No deviation is accepted. The IMSO will certify the accuracy of the computed amount and provide the DO/FO with an endorsement stating the amount to be paid for substantiation of the payment. The DO/FOs are conduits of the State Department and are not responsible for the accuracy of the payment; therefore, **effective 22 February 2016, the DO/FO will pay the amount indicated on the SF 1164 as a 2D.**

## **6-12. EVACUATIONS**

### **61201. EVACUATION ALLOWANCES WITHIN CONUS FOR MEMBERS, DEPENDENTS, CIVILIAN EMPLOYEES AND/OR THEIR DEPENDENTS ORDERS - GENERAL**

A. Reference:

1. JTR Chapter 6
2. DODD 5154.29

B. An evacuation or limited evacuation must be caused by unusual or emergency circumstances (such as war, riots, civil uprising or unrest, adverse political conditions, national or natural disaster, epidemics, or similar conditions of comparable magnitude). The safety of military personnel, civilian employees, and their family members is paramount. When the need for an evacuation occurs, the decision to evacuate the dependents and employees from an area rests with the individuals listed in Chapter 6 of the JTR.

C. When the need for an evacuation occurs, the decision to evacuate the dependents and employees from an area in a non-foreign area rests with the individuals listed in Chapter 6 of the JTR and Paragraph C6010-B the DODD 5154.29. The decision of local civil officials to evacuate an area is not sufficient. The appropriate military official must authorize/order an evacuation as local officials cannot obligate the expenditure of DOD funds.

D. The commander or designated representative of the U.S. Installation/Post/Base is responsible for issuance of the order directing the evacuation. If time does not permit a written order, the order may be issued as a verbal order. When a verbal order is given to evacuate, the authorizing official must promptly issue a confirmatory written order, which must include the date the verbal order was issued. If the order conflicts with the JTR, the JTR prevails.

E. Commands are responsible for notifying personnel, employees, and dependents of authorized evacuation allowances. Preferably, this should occur as an in-brief upon transfer to the installation, or before an evacuation occurs, so that evacuees may plan accordingly. At the least, the command must notify the evacuees of their allowances, soon after the emergency has ended.

### **61202. EVACUATION ALLOWANCES WITHIN CONUS FOR MEMBERS, DEPENDENTS, CIVILIAN EMPLOYEES AND/OR THEIR DEPENDENTS - ORDERS FOR MEMBERS**

A. Reference:

1. JTR Chapter 6

B. The military official authorizing/ordering the evacuation must specify a limited evacuation location, any safe haven location within a determined distance from the evacuated area, or any CONUS safe haven location, such as a shelter deemed appropriate for the current emergency.

C. Once this determination has been made, the individual orders must contain the following:

1. The reason for the evacuation.
2. The date of the evacuation.

3. The designated location or distance radius that has been established.
4. The appropriate line of appropriation (LOA) from App F.

D. A uniformed member who is ordered to depart an area being evacuated must be placed in a TDY or PCS status and issued the according set of orders. When applicable, uniformed members will be issued a separate set of orders from those issued to his/her authorized dependents. A commander may place a member on a TDY order in the local area (other than the residence or normal duty location) if the member must remain within the area to protect Federal property or to prevent injury to human life. If an overnight lodging away from the member's residence is required, a TDY order in accordance with chapter 4 of the JTR may be issued. Local O&M funds are used for this type of TDY travel.

E. An active duty member may also be authorized by the military official to accompany dependents as an escort in a case when a dependent is incapable of traveling alone or if the emergency warrants. "Escort or Attendant" orders are funded by local O&M funds of the command.

F. The member must submit the order, lodging receipts and a DD Form 1351-2 to the servicing DO/FO.

#### **61203. EVACUATION ALLOWANCES WITHIN CONUS FOR MEMBERS, DEPENDENTS, CIVILIAN EMPLOYEES AND/OR THEIR DEPENDENTS - ORDERS FOR FAMILY MEMBERS**

A. Reference:

1. JTR Chapter 6
2. DODFMR Vol 9
3. DODD 5154.29
4. MCO P1000.6
5. MCO 1001R.1
6. MCO 1050.3
7. MCO P1900.16

B. Upon authorization/orders from the appropriate military officials, military dependents are authorized travel and transportation allowances to/from the designated CONUS evacuation/limited evacuation safe haven location in accordance with Chapters 6 of the JTR as applicable.

C. Once this determination has been made, family member orders are to be processed via the DD Form 1610 with the following information:

1. The reason for the evacuation.
2. The date of the evacuation.
3. The limited evacuation safe haven location.

4. The names of all eligible family members.

5. The ages of the eligible children.

D. Transportation costs for family members who do not travel to the specified safe haven are limited to the authorized location, and the standard CONUS per diem rate applies at that location unless the alternate location is later approved by the authorizing/ordering official. See the JTR Chapter 6.

E. When the authorizing/ordering official allows evacuees to travel to an alternate location, but limits the cost to the authorized location, the order must state that evacuees can travel to an alternate location, not to exceed the cost to the specified location.

F. If an evacuated dependent stay with friends or relatives while at the safe haven, no lodging reimbursement is allowed in accordance with Paragraph U6054 of reference (a) and Paragraph C4567-B of reference (b).

G. See the JTR Chapter 6 provides for the necessary transportation allowances for a dependent incident to an evacuation in CONUS. Actual allowances depend upon the specific circumstances of the evacuation.

H. Local travel allowances are authorized to be paid when a member's dependent is receiving evacuation per diem allowances and does not have a POV at the safe haven or the designated place. When unable to drive a POV to the safe haven location, a transportation allowance to assist with unexpected local transportation cost is paid at a rate of \$25 per day, regardless of the number of dependents. See the JTR Chapter 6.

I. A DD Form 1351-2 listing all of the family members must be completed and submitted along with the supporting evacuation order and hotel receipts to the member's servicing DO/FO for liquidation of allowances. This voucher may be completed and submitted by a family member who is of age or the member may sign and submit the claim on the family member(s) behalf.

#### **61204. OCONUS EVACUATIONS**

A. Reference:

1. JTR Chapter 6

B. Chapter 6 of the JTR provides for the necessary policy and transportation allowances incident to an evacuation OCONUS. Actual allowances depend upon the specific circumstances of the evacuation. Notify MCPRT of any evacuation claims received.

C. APP F has LOAs that are to be used for OCONUS Evacuations.

## **6-13. AEROMEDICAL EVACUATIONS (MEDEVAC)**

### **61301. INFORMATION ON THE PROCEDURES IN THE USE OF AEROMEDICAL EVACUATION (MEDEVAC) SYSTEM**

A. Reference:

1. JTR Chapter 6
2. DODD1315.07

B. The purpose of this section is to emphasize the necessity of assisting beneficiaries and their families when a patient is scheduled to use the MEDEVAC system. DODD 1315.07 “Military Personnel Assignments” establishes the procedures when patients and family members are scheduled to use the MEDEVAC system.

C. Each Navy medical treatment facility has a program to provide services to assist patients and family members. When a patient is placed in the MEDEVAC system, thoroughly review the JTR to avoid unexpected delays while en-route or at the arrival destination.

## **6-14. LOCAL TRAVEL**

### **61401. GENERAL**

A. Reference:

1. DODFMR Vol 9
2. DODD 5154.29

B. The preferred method for submission of local travel vouchers will be through the Defense Travel System (DTS).

C. Chapter three part F of the DODD 5154.29 “DODD Pay and Allowances Policy and Procedures” and the DODFMR Chapter 9 provides the requirements for reimbursement of local travel.

D. The local area boundary is determined by the AO/local service in a written directive. If several DOD components are present, the senior commander establishes the local area for all DOD personnel. An arbitrary distance radius must not be established to define a local commuting area. This established boundary will include the limits of the duty station (permanent or temporary) and the metropolitan area surrounding those stations and may also include separate cities, towns, or installations located adjacent to or in close proximity of each other between which travel may be performed and normally is performed by the commuting public on a daily basis within normal commuting hours (59 Comp. Gen. 37 (1980)).

E. The local area is:

1. The area within the PDS/TDY limits.
2. And the metropolitan area/corporate city limits around the PDS/TDY area served by local carriers.
3. Or within a local commuting area of the PDS/TDY station.
4. Separate cities, towns, or uniformed service facilities adjacent, or close to each other between which the commuting public travels during normal business hours on a daily basis.

### **61402. IN AND AROUND MILEAGE**

A. Reference:

1. JTR Chapter 4

B. Reimbursement is made using TDY mileage based on actual odometer readings or other acceptable evidence of the actual necessary distance traveled for conducting official business.

C. In order to standardize this process internal to the Marine Corps a Mileage log sheet will be the standard acceptable evidence for reimbursement of local in and around mileage. All official travelers must submit an in and around mileage log along with their travel claim in order to be reimbursed.

D. Mileage log sheet submission requirements. At a minimum mileage log sheets will list the

date of each individual trip, departure location, arrival location, and mileage executed. The traveler is authorized to use the starting and ending odometer readings in place of mileage figures. Additionally, each log will have the traveler's first and last name, grade, and their signature attesting that the mileage is their true mileage.

#### **61403. KEY VOLUNTEERS**

A. Reference:

1. DODFMR Vol 10
2. MCO P1000.6

B. For expenses authorized to be reimbursed refer to DOD 7000.14R "DOD Financial Management Regulations, Vol 10." There are two types of Key Volunteer expenses; expenses within the PDS which are claimed on an SF 1164 and expenses for TDY when a Key Volunteer is properly issued Invitational Travel Orders (ITO's) and travels on official business.

C. Key volunteer claims should be submitted by the command to their servicing DO/FO. A claim for reimbursement of expenses on official business will be submitted via an SF 1164 with all required signatures and receipts. These SF 1164s will be paid via WinIATS by the servicing DO/FO.

D. Those key volunteers issued ITOs must submit for reimbursement on a DD Form 1351-2 for expenses incurred while on official travel.

E. For proper approval, authorization, and claim of reimbursement, the SF 1164 will have all three signature blocks signed by the appropriate authority. Block eight will be signed by the Approving Official as defined by MCO P1000.6 Assignment, Classification, and Travel Systems Manual (ACTS Manual). Block nine w Thursday, January 31, 2013 will be signed by the person responsible for the funding of the SF 1164 and the expenses claimed on it. Block ten will be signed by the claimant. Signature requirements on the DD 1351-2 are explained in Chapter 5 of this manual.

## **6-15. STUDENT AND DEPENDENT UNUSUAL/EMERGENCY CIRCUMSTANCES**

### **61501. FAMILY MEMBERS TRAVEL UNDER UNUSUAL/EMERGENCY CIRCUMSTANCE**

**A. Reference:**

1. JTR Chapter 7

**B. Family Member Located OCONUS; Requires Medical Care.**

**C. Required Supporting Documentation.**

1. The order authorizing or approving transportation of family member(s) by competent authority. Furthermore, the order must cite the specific subparagraph of the JTR Chapter 5 under which the travel is authorized. Patients, escorts, and attendants must be issued their own individual orders.
2. A statement from a competent medical official stating the seriousness of the condition and lack of adequate medical facilities.
3. Orders must state the chargeable appropriation data.
4. See the Department of Defense Instruction 6000.11 for guidance pertaining to small children and attendant requirements. Normally children cannot be issued orders as attendants or escorts and if they are provided transportation the costs must be recovered.
5. An in-patient is not entitled to any form of per diem or actual expenses. If a family member is in an out-patient status he is entitled to actual expenses and not per Diem. The meals and lodging costs must be tracked and claimed on a DD Form 1351-3. Escorts and attendants are entitled to per diem on their own claims.

### **61502. DEPENDENT STUDENT TRAVEL**

**A. Reference:**

1. JTR Chapter 5
2. DOD 5154.29

**B.** A member assigned OCONUS may be authorized round trip transportation of family members who attend a school that is not located in the vicinity of the PDS. For family members of service member, refer to JTR Chapter 5. For family members of a Federal employee, refer to DOD 5154.29

**C. Supporting Documents.**

1. Orders Containing the Following
2. The JTR reference under which the travel is authorized.
3. Whether the trip is for the first or second half of the authorized round trip.
4. The chargeable appropriation data.



## **6-16. OBSERVER TO A UNITED NATION (UN) PEACEKEEPING ORGANIZATION**

### **61601. PER DIEM WHEN TEMPORARY DUTY AS AN OBSERVER TO A UN PEACEKEEPING ORGANIZATION.**

A. Reference:

1. JTR Chapter 7

B. TDY per diem allowances for a member assigned as an observer to a UN peacekeeping organization is to ensure the member does not receive less than the allowable per diem rate when combined with the UN mission subsistence allowance (MSA). When the MSA exceeds the actual per diem the member would have received if they were in a regular TDY status no additional per diem is payable.

C. Computation. The locality per diem allowance will be used in order to calculate if per diem is payable in addition to the MSA. The calculation includes the M&IE and the member's actual lodging cost not to exceed the maximum lodging rate. In other words per diem will be computed as if the member was in a regular TDY status. The MSA will then be subtracted from the calculated per diem. If the MSA is less than the per diem then the member will be paid the difference not to exceed the calculated lodging plus per diem (actual lodging amount paid plus M&IE). If the MSA exceeds the calculated per diem the member will not receive any additional per diem. In the latter case they will simply receive the full MSA which is not to be reduced.

C. Example. An observer is tad to an area where the local M&IE allowance is \$76.00 a day and local max lodging rate is \$127.00. The observer paid \$40.00 for lodging. The observer is already being reimbursed \$50.00 for UN mission subsistence allowance. The observer will only be reimbursed \$66.00 (\$76.00 (locality M&IE) plus \$40.00 (lodging) minus \$50.00 (UN subsistence allowance).

See JTR Chapter 7. And [http://www.un.org/depts/OHRM/salaries\\_allowances/allowances/msa.htm](http://www.un.org/depts/OHRM/salaries_allowances/allowances/msa.htm)

## Chapter 7 DEBT MANAGEMENT

### 7-1. PROCESSING TRAVEL DEBTS FOR CIVILANS AND OTHER SERVICES

#### 70101. NOTIFICATION PROCESS (PROCESSING DEBTS OF CIVILIANS AND MEMBERS OF OTHER SERVICES)

A. Reference:

1. DODFMR Vol 5

B. The preferred method to settle a travel debt is via a cash collection. The DO/FO is required to notify the traveler about the debt.

C. All Others. The DO/FO processes the overpayment for these individuals as follows:

1. Establish the debt in IATS on a block by itself. Print off the Travel Voucher Summary that reflects the amount owed to the government.

2. Notify the member of the overpayment by sending the traveler a debt notification letter (see appendix XX) within 5 business days. At a minimum, debt notification letters will include the following:

a. The reason for the indebtedness (e.g., overpayment of living quarters allowance), the authority of establishing the debt (e.g., 31 U.S.C. 3716), and the rights, if any, that the debtor may have to seek review of the indebtedness.

b. The applicable standards (e.g., *31 C.F.R. 901.9*) upon which any interest, penalties, or administrative charges are based.

c. The date by which payment must be made in order for the debtor to avoid late charges and enforced collection (that date generally will not be more than 30 calendar days from the date the demand letter is mailed or hand-delivered).

d. The name, address, and telephone number of a point of contact or office the debtor may speak with or write to in regards to the demand for payment of the debt.

e. Remedies that DCO will use to enforce payment of debts (See DODFMR Vol 5 para 280402).

3. If the claim is not received by the 30th calendar day from the date of the DO/FO letter to the member, the DO/FO will process the following 4 steps within 5 business days:

a. Run a TTC 542 travel advance checkage,

b. Process an INL letter to the member,

c. 617 the debt to DFAS

d. Create a DTMS Out of Balance Document and forward it to DFAS attaching a copy of the letters to the member and the travel advance and voucher showing the checkage as supporting

documentation.

4. All correspondence in regards to the debt, and the source documents must be maintained in an established tracking system. Once the debt has been resolved, all supporting documentation will be uploaded into EDA.

D. The DO/FO will forward all travel claims on civilians when a previously identified debt was already submitted for collections.

#### **70102. DEBT COLLECTION PROCESS (PROCESSING DEBTS OF CIVILIANS AND MEMBERS OF OTHER SERVICES)**

1. Fiscal Section will collect the debt via a DD form 1131(Cash or Check). After processing the debt via DDS fiscal will send the voucher to the travel section for processing via WinIATS. The travel section will input the collection as an accrual and do a 2D credit LOA to offset the checkage.

1. DO/FOs must process both vouchers through EDA.

2. Provide the traveler with a copy of the DD Form 1351-2 and a copy of the DD Form 1131.

NOTE: Ensure that the appropriation to which the travel advance was originally charged is reflected with a TTC "1K". If an overpayment of a travel allowance is due to a supplemental claim and the previous advance "1K" has already been accounted for, do not cite the "1K" a second time.

#### **70103. MEMBERS OF OTHER SERVICES WHO DO NOT MAKE CASH REMITTANCE FOR OVERPAYMENT**

A. Reference:

1. MCO P4600.7

B. If the traveler does not provide cash remittance, do the following:

1. Certify the travel voucher. Process the claim in WinIATS as a checkage. This clears the obligation and transfers the debt to the member's MilPay. Cite the MilPay appropriation data for the Service Concerned. When the DDS diary is generated the individual must be deleted from the diary to prevent failures.

2. Prepare a DD Form 139, Pay Adjustment Authorization (PAA), to recoup the overpaid travel. Ensure the MilPay appropriation for the Service Concerned is reflected on the DD Form 139, and not the travel LOA. Attach a copy of the voucher, with the DOV number, to the DD Form 139 and submit it to the member's servicing FO.

3. Forward the DD Form 139 and copies of all supporting documentation to the appropriate office:

U.S. Army, U.S. Navy and U.S. Air Force:  
DFAS-IN/Debt and Claims  
ATTN: Debt Establishment

8899 E. 56<sup>th</sup> Street, Dept. 3300  
Indianapolis, IN 46249-3300

U. S. Coast Guard:  
Commanding Officer  
U.S. Coast Guard Pay and Personnel Center  
444 SE Quincy St  
Topeka, KS 66683

**70104. CIVILIAN EMPLOYEES WHO DO NOT MAKE CASH REMITTANCE FOR OVERPAYMENT**

A. Reference:

1. MCO P1000.6
2. DODFMR Vol 5

B. If the traveler does not remit the payment, the DO/FO must send a notification letter to the employee informing him/her that the debt has been sent off for payroll deduction. After the letter is sent, DO/FO will initiate collection action by requesting a salary offset by forwarding the debt to the individual's Defense Civilian Pay System Payroll Office along with a DD Form 2481 ( Figure 8-2 .) See the MCO P1000.6 ACTS Manual Chapter 28.

C. In IATS utilize the same line of appropriation identified on the orders as the checkage line making sure to change the Transaction Type Code (TTC) to 2I vice 2D. This process will force the claim to be settled in IATS but the lines of appropriation will remain outstanding.

NOTE: IATS transaction will not generate a 542 entry on the 99999 diary, as long as the DO/FO does not utilize the checkage line LOA.

D. The transaction will generate a 542 entry on a VAP diary (99999), this entry needs to be deleted off the diary or the entry will fail and generate a MECF. A certified voucher, copies of the correspondence notifying the employee of the debt, and the DD Form 2481 must be forwarded to the employee's Payroll Office. Copies must be maintained within the DO/FO and tracked.

E. Defense Civilian Pay System Payroll Office will clear the obligation from SABRS.

F. After 30 days of the debt package being sent, the DO/FO must contact the payroll office to obtain confirmation that the debt package has been accepted to ensure debt proceeding have been transferred. Confirmation receipt must be retained with original package. Upload all debt package documentation in EDA under the DOV file.

**70105. FORMER CIVILIAN EMPLOYEES AND CIVILIANS NOT EMPLOYEES BY THE GOVERNMENT WHO DO NOT MAKE CASH REMITTANCE FOR OVERPAYMENT**

A. If the traveler does not respond within 45 working days (60 working days if overseas) to the Debt/Notification/Collection Letter the following applies:

B. A debt for a former civilian employee will be processed per the DODFMR Vol. 5, Chapter 28, para 2809. A transmittal letter and all documentation, to include notification of the debt, will be sent to:

DCMO, DFAS-IN, Department 3300 (ATTN: Special Actions)

8899 E. 56<sup>th</sup> St.  
Indianapolis, IN 46249-3300

C. The DO/FO will also maintain copies in an established tracking system.

D. DO/FO must contact DFAS to obtain confirmation that the debt package has been accepted to ensure debt proceeding have been transferred. Confirmation receipt must be retained with original package.

NOTE: Upload them into EDA once transaction has been confirmed.

E. Once Confirmation receipt has been received , DO/FO will clear the suspended debt from IATS

F. In IATS utilize the same TAD line of appropriation identified on the TAD orders as the checkage line making sure to change the Transaction Type Code (TTC) to 2I vice 2D. This process will force the claim to be settled in IATS but the lines of appropriation will remain outstanding. The transaction will generate a 542 entry on a VAP diary (99999), this entry needs to be deleted off the diary or the entry will fail and generate a MECF.

G. Within 30 days of the debt package being mailed, the DO/FO must contact DFAS to obtain confirmation that the debt package has been accepted to ensure debt proceeding have been transferred. Confirmation receipt must be retained with original package. Upload all debt package documentation in EDA under the DOV file. If the DO/FO's initial attempt fails to obtain confirmation from DFAS, it's the DO/FO responsibility to continue contacting DFAS until proper confirmation can be obtained. Once confirmation is obtained a copy of the document will be uploaded into EDA.

#### **70106. WOUNDED WARRIORS AND THEIR FAMILY MEMBERS**

A. If an individual who is a Wounded Warrior or a family member of a Wounded in Action/Wounded Ill or Injured (WIA/WII) is indebted to the government, the DO/FO will not contact the member regarding the debt. When a debt is identified, contact HQMC RFF to coordinate action with the Wounded Warrior Regiment (WWR). The DO/FO will not establish the debt or take any collection pending approval from RFF. The DO/FO must send all documents to RFF via DTMS in accordance with APSM Chapter 13.

## **Chapter 8 ELAPSED TIME**

### **8-1. ELAPSED TIME**

#### **80101. COMMANDING OFFICER'S RESPONSIBILITIES WHEN A MEMBER PERFORMS TDY FOR 45 DAYS OR MORE OR IS SEPARATED WHILE AT A TDY SITE**

A. TDY for 45 Days or More.

1. The commanding officer must prepare a NAVMC 11108 (Memorandum Endorsement) and forward it to the DO/FO in order to account for elapsed time.
2. The commanding officer or designated representative must also sign the NAVMC 11108 to certify it.
3. Forward the original copy of the NAVMC 11108 to the DO/FO.

B. Separated from Active Duty. Ensure that any outstanding travel claims are settled before the member is separated from active service.

#### **80102. COMMANDING OFFICER'S RESPONSIBILITIES WHEN A MEMBER PERFORMS TDY IN AN IADT STATUS**

A. CO Action.

1. When a member reports to one of the Schools of Infantry (SOI), the commanding officer prepares a NAVMC 11108 and forwards it to the DO/FO for accounting of the TDY leave.
2. Ensure that the member completes and signs part I of the NAVMC 11108 (Memorandum Endorsement).
3. The commanding officer or designated representative must also sign the NAVMC 11108 to certify it.
4. Forward a copy of the NAVMC 11108 and one copy of the orders and endorsements to the DO/FO.

#### **80103. MARINE FAILS TO REPORT**

A. The Commanding Officer is required to run the appropriate unit diaries when a member fails to report by the date stated in the order. They will report the member's whereabouts or reason for not reporting on time. Once the Marine is returned to military control, the Commanding Officer must make the determination as to whether or not the period of absence in excess of the proceed, delay, and travel time authorized can be excused as unavoidable. Moreover, the Commanding Officer must include the following statement in the reporting endorsement of the Marine's orders:

1. The period of absence in excess of authorized proceed, delay, and/or travel time from \_\_\_\_\_ through \_\_\_\_\_ is/is not excused as unavoidable.

#### **80104. MARINE FAILS TO SUBMIT TRAVEL CLAIM**

A. TDY. The commanding officer should notify the DO/FO when a member authorized leave in connection with TDY fails to submit a travel claim within 30 calendar days after returning to the PDS. Assume that the leave had been taken and charge the member's leave account accordingly.

B. PCS. Construct the elapsed time based on known facts when a member fails to submit a travel claim within 45 days of reporting to a new PDS. This is usually accomplished automatically via MCTFS when the D04 is generated and it appears in MCTFS as a TTC 520 "88888" series Diary. The DO4 will not be adjusted without a travel claim package or the NAVMC 11108.

C. Once the DO/FO receives the travel claim, coordinate with the pay deck to report the correct start entry which will correct the member's elapsed time and applicable leave dates.

#### **80105. REPORT ELAPSED TIME**

A. Elapsed time accounts for the time between the date the member detaches the previous duty station and the date the member:

1. Joins a new permanent duty station.
2. Reports to a temporary duty (TDY) site when performing permanent change of station (PCS) with TDY en-route in connection with PCS orders and:
  - a. Remain there for 45 or more days, or
  - b. The date after the member reports to the TDY location is considered the first day of temporary duty (TD).
  - c. The member's separation is directed for any reason while the member is performing temporary duty.
3. Joins in a temporary duty status and is reassigned on PCS orders and remains with the same reporting unit.

#### **80106. QUESTIONABLE/POTENTIALLY FRAUDULENT CLAIMS**

A. Do not report elapsed time for a doubtful claim if it has been forwarded to DFAS-IN for determination; unless the itinerary of the claim is not being questioned. When the determination is received, report the elapsed time. If the elapsed time has already been reported, verify for accuracy.

#### **80107. DATE OF DETACHMENT**

A. The date of detachment from the old PDS is used to compute the elapsed time. If the member physically departs before the date of detachment indicated on the orders, this date becomes the date of detachment. DO/FO will need to request a modification to orders to reflect the new detach date. For elapsed time purposes, the new detached date is a day of duty.

## **80108. REPORTING DATE**

A. The date of reporting to the new PDS (or TDY en route) is the report date. Verify the date shown on the itinerary with endorsements to the Marine's order.

1. The reporting date to a new PDS or Port of Embarkation (POE) is a day of travel. All authorized delay at POE/Port of Debarkation (POD), when conducting transoceanic travel by government transportation, through the day of reporting is considered Awaiting Transportation (AT). The member is authorized to travel early, when required to report to the POE between the hours of 0001 and 0600, date will be consider AT vice a day of travel.

2. The reporting date to a TDY in connection with a PCS is a day of duty.

## **80109. EFFECTIVE DATE OF ORDERS**

A. The effective date of orders is the day the member must start travel to arrive at the appointed place of duty, on the date indicated in the orders, by the transportation mode authorized or directed.

1. For members being separated or retired, the last day of active duty is the effective date of orders.

2. For all others, including a Reservist being separated and a recalled retired member who continues in an active duty status during the time allowed for return travel home, the effective date of orders is the date the member is required to begin travel (from the old PDS, the member's home, Place Last Entered Active Duty (PLEAD), last TDY station, or designated place) to arrive (at the new PDS, home, or PLEAD) on the date indicated in the order, by the transportation mode authorized or directed.

3. For examples in computing the effective date of an order, see paragraph 1-10208 of this manual.

## **80110. PROCEED TIME**

A. A member who is allowed proceed time may be ordered to perform TDY en route to the new PDS. Proceed time can be taken either before or after the TDY; proceed days cannot be split between both. Proceed Time begins the day after date of detachment from either the old PDS or the TDY site.

B. The following personnel are authorized 4 days of proceed time when entitled to transportation of dependents and/or household goods under the following conditions:

1. When being reassigned to or from a dependent restricted and/or an "all-others" overseas tour. An "all-others" overseas tour is also known as an unaccompanied tour.

2. When the member's ship of assignment is changing its homeport.

C. Proceed time may only be authorized to eligible members when they actually relocate their dependents and/or household goods as a result of the conditions outline above. Block 14, which identifies a household goods move, has no bearing on the entitlement of proceed time. Proceed time shall not be granted under the following conditions:

1. Incident to the member's first permanent duty station.



2. When the reassignment is between two stations located within close proximity or between two ships with the same homeport.
3. Incident to separations, release from active duty or retirement.
4. When orders require reporting within 4 days of departure from last duty station.
5. Hawaii and Alaska are not considered Foreign OCONUS and members assigned to these areas will not be entitled to proceed.

## **8-2. DO/FO RESPONSIBILITIES**

### **80201. DO/FO RESPONSIBILITIES WHEN A MEMBER PERFORMS TDY FOR 45 DAYS OR MORE**

#### **A. DO/FO Action.**

1. Compute the elapsed time between the date the member detached the previous PDS and the date the member joined the TDY station. (If the member is performing PCS with TDY en route, the day of reporting to the TDY station is the join date.)
2. Complete part II of the NAVMC 11108.
3. Report the elapsed time. Use the disbursing diary statement TTC 520 or 521, as shown in reference (m).
4. Retain a copy of the NAVMC 11108 with the FO/DO's retains of the disbursing diary as stated in reference (m).

### **80202. DO/FO RESPONSIBILITIES WHEN A MEMBER PERFORMS TDY IN AN IADT STATUS**

#### **A. DO/FO Action.**

1. Compute the TDY leave between the dates the member detached recruit training and the date the member joined the School of Infantry.
2. Report the TDY leave in accordance with the procedures outlined in Chapter 4 of reference (e). The following example applies for IADT Marines: See Figure (8-5)

Det. 6/1 MCRD Parris Island, SC  
Arr. 6/1 Armstrong, IL  
(Leave) Dep. 6/11 Armstrong, IL  
Arr. 6/11 SOI, Camp Lejeune, NC  
TDY Leave Period 6/26/10 (9 days)

3. Retain a copy of the NAVMC 11108 with the DO/FO who retains the disbursing diary as stated in reference (m).
4. The date an enlisted Marine of any component graduates recruit training is considered as a day of duty. The date of arrival at any ordered duty site is a day of travel, or the last day of travel, as appropriate.

## **8-3. OFFICIAL DISTANCES/AUTHORIZED TRAVEL TIME**

### **80301. OFFICIAL DISTANCES**

A. Use the Defense Table of Official Distances (DTOD) to determine the authorized distance for the official legs of a journey. The DTOD can be located at the following website:  
<https://dtod.sddc.army.mil/default.aspx>

### **80302. AUTHORIZED TRAVEL TIME**

A. Reference:

1. JTR Chapter 4 & 5

B. Authorized travel time is the travel time allowed to complete the PCS move. The maximum travel time that may be allowed is that which would have been allowed had travel been performed entirely by POC. The travel time is computed based on the actual mode of travel utilized, as described in Chapters 4 (TDY) and 5 (PCS) of the JTR not to exceed the ordered distance. It is the maximum time a member may use to travel between duty stations.

## **8-4. COMPUTING ELAPSED TIME**

### **80401. ELAPSED TIME LESS THAN MAXIMUM ALLOWABLE TRAVEL TIME**

A. If the elapsed time is less than the maximum allowable travel time, then the member is limited to the actual elapsed time.

1. For example, the member is authorized 8 days travel from Camp Pendleton, CA to Camp Lejeune, NC. The member detached on 6/1 and reported on 6/7. The member's elapsed time would be computed as follows:

Det.	6/1	(01)
TR	6/7	(06)

### **80402. CONSTRUCTIVE TRAVEL TIME FOR MIXED TRANSPORTATION MODES**

A. Reference:

1. JTR Chapter 4 & 5

B. Constructed travel time is the time necessary to perform the ordered travel. It is based on the distance traveled by each type of transportation used. Refer to Chapters 4 and 5 of the JTR

### **80403. TRAVEL TIME FOR TDY**

A. Reference:

1. JTR Chapter 3

B. When a member is authorized to travel to a TDY station by POC (as being to the Government's advantage) or by Government vehicle, compute travel time in accordance with Chapter 3 of the JTR.

### **80404. ADDITIONAL TRAVEL TIME REQUIRED**

A. Reference:

1. JTR Chapter 5

B. Additional travel time may be authorized or approved by the member's new commanding officer when the actual travel time exceeds authorized time. The member must fully explain in writing the reasons for delay (such as natural disasters, restrictions by Government authorities or difficulties in obtaining fuel for POCs). Delays caused by inconvenience or personal desires by the member are not considered valid for authorizing additional travel time. A statement of the circumstances and the CO's action are required to substantiate the additional travel time and must be submitted with the voucher. See Chapter 5 of the JTR.

### **80405. GOVERNMENT AUTOMOBILE**

A. A member traveling by Government automobile is allowed the actual time needed to travel over the most direct route, including necessary delays, not to exceed the maximum allowable travel time by POC.

#### **80406. GOVERNMENT CONVEYANCE (EXCLUDING AUTOMOBILE)/TRANSPORTATION REQUEST**

A. A member, traveling by Government conveyance or when using a government issued ticket, is allowed the actual time needed to travel over the most direct route, including necessary delays.

#### **80407. TRANSOCEANIC TRAVEL**

A. See Chapter 5 of the JTR

#### **80408. COMPUTING TRAVEL TIME**

A. The number of days allowed for official travel is determined after the travel is completed. Do not consider distances traveled that exceed the official distance. For determining actual travel time authorized refer to Chapter 3 of the JTR.

#### **80409. TRAVEL BY PRIVATELY OWNED CONVEYANCE (POC)**

A. Reference:

1. JTR Chapter 3 & 4

B. Generally, TDY offers 1 travel day for each 400 miles of official distance of ordered travel. If the excess distance is one or more miles after dividing the total official distance by 400, one additional travel day is allowed.

1. POC use on TDY is the government's advantage for TDY locations within 800 miles (round trip) of the PDS. POC use for TDY travel of 800 miles or less may be authorized at the Command's discretion. There is no requirement for a cost comparison. This policy shall only be utilized when mode of travel is automobile or motorcycle.

C. PCS - Generally, one travel day is allowed for each 350 miles of official distance of ordered travel. If the excess distance is 51 or more miles after dividing the total official distance by 350, 1 additional travel day is allowed. When total official distance is 400 or fewer miles, 1 day of travel time is allowed. See Figure 9-1.

#### **80410. TRAVEL BY COMMERCIAL CARRIER**

A. Allow one day of travel for any distance traveled by commercial carrier. All time not qualified as official travel time must be accounted for as leave. See Chapter 3 and 5 of the JTR See Figure 9-2.

#### **80411. TRAVEL BY MIXED MODES**

A. Reference:

1. JTR Chapter 5

B. See Figures 9-3 and 9-4. Compute allowable days of travel as follows:

1. Step 1. Determine the official distance between authorized travel points as prescribed in par. 2650 of the JTR;
2. Step 2. Determine the total number of miles traveled by POC, NTE the distance in Step 1, and compute travel time IAW par. 3025-C of the JTR
3. Step 3. Add one day for travel by common carrier (non-transoceanic), if there is any Remaining distance (Step 1 distance minus the Step 2 distance); and
4. Step 4. Compare the number of days in Step 3 to the number of days had POC been used for the entire distance and allow the lesser.

C. Examples

1. Example 1. Official distance 1,500 miles; member travels 800 miles by POC, 600 miles by rail, and 900 miles by air. Travel time is authorized for 800 miles of POC travel (3 days) plus one day for travel by commercial carrier, for 4 day total.
2. Example 2. Official distance 1,000 miles; member travels 800 miles by POC, and 700 miles by air. Travel time for 800 miles by POC (3 days) plus one day for travel by air equals 4 days. Comparing 4 days to 3 days (maximum authorized if POC used for entire distance) results in 3 days of authorized travel time.
3. Example 3. Official distance 385 miles; member travels 200 miles by POC, and 500 miles by air. Travel time is allowed for 200 miles by POC (1 day) plus one day for travel by air; however, since the total distance is less than 400 miles, only one day of travel time is allowed.

NOTE: Disregard travel performed within the vicinity of the old/new PDS, within the vicinity of a leave point, or from a leave point if the member returns to that leave point. Regardless of the number of transportation modes used, only one day is allowed for commercial travel time. See JTR 5016.b

## **8-5. TDY TRAVEL TIME**

### **80501. TDY TRAVEL TIME AND LEAVE**

A. When a traveler performs official travel for any portion of a day, that day is counted as a whole travel day. Travel time begins on the day the traveler departs from the PDS from which ordered to TDY and ends on the day he or she return to the PDS. All travel in excess of the authorized time must be charged as leave.

### **80502. TDY TRAVEL BY POC**

A. Reference:

1. JTR Chapter 3

B. The order-issuing authority may authorize travel by POC as more advantageous to the Government. POC travel may not be directed. If travel by POC is authorized as more advantageous, allowable travel time is computed in accordance with Paragraph Chapter 3 of the JTR.

C. A traveler authorized to travel by POC for personal convenience is limited to the lesser of:

1. Actual travel time to include per diem and mileage allowance or
2. The travel time that would have been authorized had the traveler used a government issued ticket between ordered points.

D. Before authorizing POC travel as being to the Government's advantage, the order issuing authority must compare the cost of the member to travel by POC to the cost for travel by commercial/Government air:

1. Computing POC Cost. Add costs of the following: Per Diem to and from the TDY site.

E. Official distance of the ordered travel at the current TDY mileage reimbursement rate.

1. Computing Commercial/Government Air Cost. Add the costs of the following:

F. Round-trip ticket (If available, YCA city-pair airfares must be used to the ordered travel points).

G. Per Diem to and from the TDY site.

### **80503. TDY COMMERCIAL TRAVEL**

A. Reference:

1. JTR Chapter 5

B. The traveler should travel by the most direct route between the official points of journey. If excess time is required, the traveler must provide the airfare itinerary.

C. If the traveler is provided transportation by Government or commercial conveyance, the traveler is reimbursed for actual travel days.

D. If the traveler procures his own transportation, the allowable travel time is limited to one day. For transoceanic travel, see Paragraph Chapter 5 of the JTR.

#### **80504. LEAVE IN CONJUNCTION WITH TDY**

A. Reference:

1. JTR Chapter 4 &7
2. MCO 1050.3

B. When a member works the majority of a duty day, it is not counted as a day of leave. The majority of a duty day is defined as being greater than fifty percent of that duty day/work hours, i.e., being present for more than 4 hours of work. Additionally, leave is not charged for any day official travel is performed. In cases of shift workers, written verification is required in writing to confirm leave periods.

C. Use the following disbursing diary statement to report leave taken to, from, or between TDY sites. See the MARCORSEPMAN

TTC 521 STRT|TDY LV- (1) (2)| (3)

1. Six-digit date leave began.
2. Two-digit number of days leave taken (01, 15).
3. Six-digit date of return from TDY or arrival at TDY station

D. Leave taken while at the TDY site must also be reflected on the traveler's DD Form 1351-2. Per diem is not authorized for periods of leave but in unique situations lodging costs may be computed differently or reimbursable expenses may be paid. For more clarification, refer to Chapters 4 and 7 of the JTR.

E. The TDY reporting unit must account for any leave authorized by the TDY site commander.

#### **80505. LIBERTY IN CONJUNCTION WITH TAD**

A. Reference:

1. DODI 1327.06

B. Regular liberty may be taken in conjunction with TAD at the beginning or end of the TAD period at no cost to the government. Regular liberty includes weekends and holidays, but may not include periods greater than 3 days unless the regular liberty falls on a Thursday or Tuesday and the President (not commander) designates the accompanying Friday or Monday as a day off. Liberty commences at the end of a normal duty day and ends prior to the start of normal working hours on the next working day. Members are entitled to per diem on the scheduled travel days, but not on additional days of liberty. Liberty inclusive of



the start and end date of a period of TAD has no effect on per diem, provided the member is not required to nor does the member voluntarily return to their PDS during the liberty period.

NOTE: If the liberty is outside of the PDS, then there is still a requirement to obtain an out of bounds authorization, which can be done informally via email or within MOL. Absent the authorization, if the member travels outside the liberty limits then the member will be charged annual leave.

EXAMPLE 1: A traveler, who normally works 0730 to 1630, Mon-Fri, is permanently stationed at Quantico, VA (i.e., PDS is Quantico) and is scheduled to perform TAD at Camp Pendleton, CA from Mon, 8 Feb to Fri, 19 Feb, with scheduled travel days on 8 Feb and 19 Feb. If the traveler departs the PDS on Fri, 5 Feb after 1630 and travels to CA, then returns to the PDS on Sun, 21 Feb, AND the traveler has an approved out of bounds liberty authorization to travel to CA, then the member may execute liberty (DUTY DAY; NO PER DIEM in DTS) on Sat and Sun, 6-7 Feb, as well as liberty on Sat-Sun, 20-21 Feb. DTS will properly adjust the per diem.

5 Feb	Fri	Departs
6 Feb	Sat	Liberty
7 Feb	Sun	Liberty
8 Feb	Mon	TAD Duty Day
9 Feb	Tue	TAD Duty Day
10 Feb	Wed	TAD Duty Day
11 Feb	Thu	TAD Duty Day
12 Feb	Fri	TAD Duty Day
13 Feb	Sat	TAD Duty Day
14 Feb	Sun	TAD Duty Day
15 Feb	Mon	TAD Duty Day
16 Feb	Tue	TAD Duty Day
17 Feb	Wed	TAD Duty Day
18 Feb	Thu	TAD Duty Day
19 Feb	Fri	TAD Duty Day
20 Feb	Sat	Liberty
21 Feb	Sun	Returns to PDS

EXAMPLE 2: The same traveler departs the PDS without an approval from the command to conduct out of bounds liberty then 6-7 Feb (Fri-Sun) as well as 20-21 Feb (Sat-Sun) will be charged as leave.

EXAMPLE 3: The same traveler departs the PDS on 5 Feb (Fri) at 0800, then 5-7 Feb (Fri-Sun) will be charged as leave.

EXAMPLE 4: The same traveler is authorized liberty 13 and 14 Feb and remains away from the PDS of Quantico, no effect on the member's per diem, since the member remains in a travel and per diem status.

EXAMPLE 5: The same traveler is authorized liberty 13 and 14 Feb, travels to and from Las Vegas, NV at personal expense, and stays at Las Vegas, NV on 13 and 14 Feb. There is no effect on the member's per diem since the member remains in a travel and per diem status.

EXAMPLE 6: The same traveler is authorized liberty 13 and 14 Feb and voluntarily returns to their PDS of Quantico at personal expense for these two days. The member is not authorized per diem for these two days since the member ceased to be in a travel and per diem status on these days.

#### **80506. DEPARTURE FROM PDS**

A. If the time between the date of departure from the PDS and the date of joining the TDY site is more than the authorized travel time, the period just before the date joined is considered travel time, and the remaining period is charged as leave.

For example: A Marine is ordered to report to Camp Lejeune, NC no later than 2359 on 31 May. The Marine leaves the PDS on 28 May. Leave and travel time is accounted for as follows:

28 May date departed (day of duty if worked majority of day, otherwise charged as leave)

29-30 May days of leave

31 May travel (constructed travel must get the member to the TDY site in enough time to comply with the order).

#### **80507. DEPARTURE FROM TDY LOCATION**

A. If the time between the date of departure and the date of return to the PDS is more than the authorized travel time, the period just after the member departs the TDY station is travel time, and the remaining period is charged as leave.

For example: A Marine departs from TDY location, Camp Lejeune, NC, on 25 July. The Marine reports to the PDS on 28 July. Leave and travel time is accounted for as follows: 25 July day of travel (constructed schedule shows that the Marine could have returned to the PDS this day) 26-27 July days of leave 28 July day of return (day of duty if worked majority of day, otherwise charged as leave)

## 8-6. REPORTING ELAPSED TIME DIARY

### 80601. REPORTING ELAPSED TIME ON DISBURSING DIARY

A. For reporting requirements and procedures, see Chapter 22 of the PERSPORPMAN

#### FIGURE 8-1

*Figure 8-1*

##### ALL TRAVEL PERFORMED BY POC

Order: MCAS, Cherry Point, NC, to MCRD, San Diego, CA Official ordered distance 2,652 miles

Itinerary:

DATE	PLACE	MODE	DTOD	DISTANCE
5 Jan	DEP MCAS, Cherry Point, NC	POC		
6 Jan	ARR Detroit, MI			
22 Jan	DEP Detroit, MI	POC		
25 Jan	ARR Oceanside, CA			
31 Jan	DEP Oceanside, CA	POC		
31 Jan	ARR MCRD, San Diego, CA		2,652	

\* Total POC (2,652)

\* When the member travels the entire distance by POC, travel time is based on the official ordered distance. Constructed Travel Time Computation: Ordered distance 2,652

POC 2,652 (Use the distance to day's conversion that shows 2,652 miles = 8 Days via POC.)

Total POC 8 days

Total Constructive Travel time 8 days

Allowable Travel time 8 days

Figure 8-1

Using the scenario from figure 8-1 the elapsed time would be reported as the following:

ENTRY	DATES		NUMBER OF DAYS
DET	1/5	—	1
DE	1/6	— 1/23	18
TR	1/24	— 1/31	8

TTC/SEQ 520/000

STRT|PCS- DET 0001 20150105 | DE18 TR8 | 2359 20150201

DET = Detach Date

DE = Delay (leave or PDMRA)

AT = Awaiting Travel Days (s)

PR = Proceed Days

TR = Travel Day(s)

RPT = Report Date

JD = Joint Date

## FIGURE 8-2

*Figure 8-2*

### ALL TRAVEL PERFORMED BY COMMERCIAL TRANSPORTATION

Order: NAS, Pensacola, FL, to Seattle, WA

Official ordered distance: 2,725 miles

#### Itinerary:

DATE		PLACE	MODE	DTOD	DISTANCE
30 Jun	DEP	NAS, Pensacola	CP		
30 Jun	ARR	Los Angeles, CA		2,051	
31 Jul	DEP	Los Angeles, CA	CB		
1 Aug	ARR	Seattle, WA		1,139	

Total Commercial(3,190)

Constructed Travel time Computation: Ordered distance 2,725 Commercial transportation... - 3,190 (Commercial transportation = 1 day)

Allowable Travel time 8 days Total Commercial 1 day

Total Constructed Travel time 1 day (to be reported on elapsed time)

Figure 8-2

Using the scenario from figure 8-2 the elapsed time would be reported as the following:

ENTRY	DATES		NUMBER OF DAYS
DET	6/30	■	1
DE	7/1	■	31
TR	8/1	■	1

TTC/SEQ.520/000

STRT|PCS- DET 0001 20150630 | DE31 TR1 | 2359 20150802

DET = Detach Date	PR = Proceed Days	
DE = Delay (leave or PDMRA)	TR = Travel Day(s)	
AT = Awaiting Travel Days (s)	RPT = Report Date	JD = Joint Date

**FIGURE 8-3**

Figure 8-3

**MIXED MODES (TRAVELED PART BY POC/CR/CP)**

Order: Washington, DC, to San Diego, CA  
Official ordered distance: 2,661 miles

Itinerary:					
DATE		PLACE	MODE	DTOD	DISTANCE
6 Jan	DEP	Washington, DC	POC	687	
7 Jan	ARR	Chicago, IL			
12 Jan	DEP	Chicago, IL	CR	2,146	
18 Jan	ARR	San Francisco, CA			
2 Feb	DEP	San Francisco, CA	CP	498	
2 Feb	ARR	San Diego, CA			

Total POC (687) Total Surface (CR) (2146) Total Air (CP) (498)

Constructed Travel Time Computation: Ordered distance 2,661 POC -687  
(Use the distance to day's conversion which is 687 miles = 2 days via POC)

Commercial transportation 1974 (Add 1 day for commercial transportation)

Authorized Travel Time 8 days    Travel By POC 2 Days    Total Commercial 1 day  
Total Constructed Travel Time 3 days (to be reported on elapsed time)

Figure 8-3

Using the scenario from figure 8-3 the elapsed time would be reported as the following:

ENTRY	DATES		NUMBER OF DAYS
DET	1/6	■	1
DE	1/7	■	24
TR	1/31	■	3

TTC/SEQ.520/000

STRT|PCS- DET 0001 20150106 | DE24 TR03 | 2359 20150203

DET = Detach Date

DE = Delay (leave or PDMRA)

AT = Awaiting Travel Days (s)

PR = Proceed Days

TR = Travel Day(s)

RPT = Report Date

JD = Joint Date



**FIGURE 8-4**

Figure 8-4

**MIXED MODES (TRAVEL BY POC/CB/CP)**

Order: Washington, DC, to San Francisco, CA  
 Official ordered distance 2,812 miles

**Itinerary:**

DATE		PLACE	MODE	DTOD	DISTANCE
6 Jan	DEP	Washington, DC	POC		
6 Jan	ARR	Detroit, MI		522	
12 Jan	DEP	Detroit, MI	CB		
13 Jan	ARR	St. Louis, MO		533	
20 Jan	DEP	St. Louis, MO	CP		
20 Jan	ARR	San Diego, CA		1,855	
26 Jan	DEP	San Diego, CA	CB		
26 Jan	ARR	Los Angeles, CA		120	
27 Jan	DEP	Los Angeles, CA	CP		
27 Jan	ARR	San Francisco, CA		379	

Total POC (522) Total Commercial (2,887)

Constructed Travel time Computation: Ordered distance 2,812 POC - 522 (522 miles = 2 days travel) Miles remaining 2,290 Commercial Transportation 2887 (1 day allowed for commercial transportation)

Allowable Travel time 8 days Total POC 2 days Total Commercial 1 day  
 Total Constructed Travel time 3 days (to be reported on elapsed time)

Figure 8-4

Using the scenario from figure 8-4 the elapsed time would be reported as the following:

ENTRY	DATES		NUMBER OF DAYS
DET	1/6	■	1
DE	1/7	■	18
TR	1/25	■	3

TTC/SEQ 520/000

STRT|PCS- DET 0001 20150106 | DE18 TR03 | 2359 20150128

DET = Detach Date

DE = Delay (leave or PDMRA)

AT = Awaiting Travel Days (s)

PR = Proceed Days

TR = Travel Day(s)

RPT = Report Date

JD = Joint Date

## FIGURE 8-5

Figure 8-5

### TAD IN A IADT STATUS

Order: Parris Island, SC, to Armstrong, IL  
Official ordered distance 307 miles

#### Itinerary:

DATE		PLACE	MODE	DTOD	DISTANCE
1 Jun	DEP	MCRD Parris Island, SC	POC		
1 Jun	ARR	Armstrong, IL (LEAVE)			871
11 Jun	DEP	Armstrong, IL	CP		
11 Jun	ARR	SOI, Camp Lejeune, NC			

TAD Leave period 2 Jun – 10 Jun (9 Days)

Constructed Travel time: Member will rate 1 day.

TAD Leave to report: Report 9 days of leave via diary. (TTC 521).

**Scenario I.** Member detaches on 1/1/2015. Member travel via mixed modes from Camp Lejeune, NC to Okinawa, Japan. Member is required to report to POE at 0400. Member government transportation takes 2 days from Seattle WA to Okinawa, Japan. Member constructive travel is 7 days of travel. Member rates proceed. Member reports to Okinawa, Japan on 2/5/2015.

ENTRY	DATES		NUMBER OF DAYS
DET	1/1	█	1
PR	1/2	█	1/5
DE	1/6	█	1/27
AT	1/28	█	1/29
TR	1/30	█	2/5

TTC/SEQ 520/000

STRT | PCS- DET 0001 20150101 | PR04 DE22 AT02 TR07 | 2359 20150206

DET = Detach Date

DE = Delay (leave or PDMRA)

AT = Awaiting Travel Days (s)

PR = Proceed Days

TR = Travel Day(s)

RPT = Report Date

JD = Joint Date

## **Chapter 9 OUTSTANDING TRAVEL ADVANCES**

### **9-1. OUTSTANDING TRAVEL ADVANCES**

#### **90101. OUTSTANDING TRAVEL ADVANCES GENERAL**

A. Outstanding Travel Advances are advances that have been issued to a member and upon completion of travel the advance is either not liquidated or the liquidation is not reported correctly within SABRS. OTAs identify SDNs that are out of balance within SABRS, usually in an unliquidated status (ULO). Any SDN can become an OTA regardless of move type though most are Separation SDNs. Lines of accounting reported within IATS are reported via DCAS to the treasury. Daily, SABRS interfaces with the treasury and updates Marine Corps SDNs and LOAs. SABRS is the accounting system for the Marine Corps.

#### **90102. MCPRT RESPONSIBILITIES**

A. MCPRT will provide to the DO/FO a list of all M00027 SDNs that are in an OTA status. This list will be provided by the 7<sup>th</sup> of each month via the MCDOSS portal. SDNs in an OTA status are defined as any SDNs that are unliquidated as of 35 days after the anticipated report date as identified in SABRS. This date can also be found on the D860 screen. This may cause false positives on the report when travel is delayed or canceled and not properly reported to the accounting system.

1. MCPRT will assign the OTA to the DSSN that currently supports the member as defined on the D602. If the member has separated MCPRT will assign the DSSN to the last servicing DO/FO. The listing of OTAs will include the following fields for research: SDN, OTA AMOUNT, ABSOLUTE VALUE (ABS), DSSN, POSSIBLE SSN, and NAME.

#### **90103. THE DO/FOs RESPONSIBILITIES**

A. DO/FOs will complete all claim processing and research their response prior to the last business day of the month. Prior to the return of the report, the DO/FO will complete proper collection of outstanding advances or make payments in cases of duplicate collection as necessary. Research and annotations are required for every SDN identified; however, not every SDN will need payment or collection action. In cases where dates of travel have changed or the SDN does not require collection action until a later date, the DO/FO will identify and that SDN will be removed from the report by MCPRT until 35 days after the new anticipated travel completion date.

1. DO/FOs will complete the remaining fields on the report:
  - a. ADV DOV: Advance DOV numbers
  - b. SETT DOV: Settlement DOV numbers
  - c. ACTION: Action taken by DO/FO within IATS i.e. supplemental payment, checkage or action requested of MCPRT i.e. RDR, 1081.
  - d. COMPLETED BY: If action completed or pending for DO/FO mark DISBO, if action is requested within SABRS mark MCPRT
  - e. REMARKS: Any amplifying information regarding the SDN in question. If dates of travel have changed note the new anticipated date of travel completion in order for MCPRT to adjust

the report accordingly. NAR should only be annotated if the ADVANCE field in SABRS indicates a zero balance.

#### **90104. OUTSTANDING TRAVEL ADVANCES STATUS**

A. DO/FO must determine the status of the OTA and travel claim, action to be taken will depend on correct reporting within SABRS.

1. Advance not settled. An advance was issued for a PCS move and the advance has not been liquidated. The advance may not have been deducted from the member's settlement or the member's claim was never submitted for settlement. A travel checkage must be initiated in order to establish the debt and reconcile the SDN within SABRS. In cases where orders were modified or the anticipated travel completion date has changed, annotate the report with the new completion date. This SDN will not appear until 35 days following the new date reported to MCPRT.

2. Advance charged to the incorrect SDN/LOA: The initial advance or the settlement was completed on the incorrect SDN/LOA. Determine what SDN/LOA is correct and submit for a 1081/RDR to be completed. This usually occurs when the member has TEMINS associated with his PCS.

3. Advance liquidated twice: Usually occurs when a supplemental travel claim was liquidated incorrectly, causing an erroneous 1K credit to post to the SDN. Verify that no monetary adjustment has to be made to the travel voucher. If member is owed funds, make payment to the member utilizing a 2D type code and notify MCPRT in remarks as it is not possible to use a 1K more than once. If there are no monetary adjustments to be made, then notify MCPRT. MCPRT will verify the total value of the PCS move and make corrections as needed. If any advance was erroneously liquidated by both the DO/FO (regarding member travel) and Albany (regarding PPM), the members servicing DO/FO as defined by the D602 screen will make payment to the member. Note on the report Albany error and MCPRT will conduct training with Albany.

4. Advance erroneously liquidated: An advance was deducted that was not issued to the member or the incorrect amount was deducted. The DO/FO will issue a supplemental payment or checkage to correct the monetary error. Once processed notify MCPRT in order to complete a Redistribution of Record (RDR) within SABRS. MCPRT will change the TTC of the advance to type code 2D.

#### **90105. RESEARCHING OUTSTANDING TRAVEL ADVANCES**

A. The DO/FO will utilize SABRS and EDA to complete the research for the OTAs.

B. Utilizing EDA, view the member's travel history. All claims from the time the advance was issued to current must be viewed. View all claims to ensure that all transactions associated with this PCS can be accounted for. Ensure that an advance was not deducted under the incorrect SDN or applied as a partial payment.

C. Utilizing SABRS, review the status of the SDN and all transactions that have posted against that SDN.

D. View all 'ADV' transactions in SABRS and the DOVs from EDA. The search in SABRS will be able to follow the movements of monies created by a 1081 or RDR transaction.

E. View all SDNS associated with the MBRs PCS move. If the member's orders indicate one or more SDNs/LOAs or contains a TEMINS SDN LOA, these must also be viewed in SABRS. When

correcting an OTA for the M00027 LOA we will not create an OTA for another funding source. If completing a 1081 or RDR transaction creates an OTA, the research must be completed to clear both SDNs.

F. If SABRS indicates that a collection voucher was completed, and then the Accounting Vouchers in EDA must be viewed.

NOTE: DO/FO must validate prior to initiating a liquidation of an advance that the member is not currently in a travel status.

#### **90106. CORRECTIVE ACTION**

A. Establishing a travel debt. If an OTA has been researched and it is determined that the travel advance was not deducted, then a travel checkage needs to be established.

B. The travel claim will be processed via WINIATS in the same manner as any other travel claim. Establish the debt in IATS to clear the obligation in IATS and SABRS. The interface with WINIATS and MCTFS will generate TTC 542 (TRAVEL ADV CHECKAGE) and must be certified by the DO/FO. REFER to MCTIM Chapter 1-5. (OVERPAYMENTS)

C. Reservist not on active duty. If a reservist has already been dropped;

1. For separations: process the debt in IATS with the effective date as the last day of Active Duty.
2. For all other types: process the debt in IATS with the effective date as the last day of travel.

NOTE: The effective date for IATS diaries is automatically generated as the last date on the travel itinerary.

3. The system will generated diary (TTC 542) and post the debt under the Active Duty MMPA. The debt will fail if processed with an effective other than the last day of active period. The DO/FO will delete the MECF and submit all supporting documents to RFF-KCI via JIRA as a Request for Support (RFS). RFF-KCI will manually process the debt to Reserve Pay via TTC 590 under JURIS 17. See reference APSM, paragraph 220127.

D. Adjustments via 1081 or Redistribution of Record (RDR)

1. Processing SF 1081/Redistribution of Record (RDR). After completing the research for an OTA if it has been determined that an advance was issued or liquidated under an incorrect SDN, then a 1081 or an RDR must be completed. The 1081/RDR process is used to redistribute monies between SDNs/LOA to ensure proper posting and accounting. MCPRT will complete all 1081/RDRs for the DO/FO community.

2. SF 1081 (VOUCHER AND SCHEDULE OF WITHDRAWAL AND CREDITS): The SF 1081 in effects changes the Dept., FY, and BCN. If a transaction requires a 1081 the DO/FO will provide MCPRT the details of the transaction requested, at a minimum the DOV NO, SDN, and Amount of original transaction along with the SDN the transaction is requested to be moved to. An explanation of why the 1081 is requested must also be submitted, the request must include all DOVs (Settlements/Advances/Collections) that support the request.

3. An RDR is used to redistribute money between the same BCN and FY. If a transaction requires a RDR the DO/FO will provide MCPRT the details of the transaction, at a minimum DOV NO, SDN, and Amount of original transaction along with the SDN the transaction is requested to be moved to. An explanation of why the RDR is requested must also be submitted, the request must include all DOVs (Settlements/Advances/Collections) that support the request.



## **9-2. PROMPT PAYMENT INTEREST REPORT**

### **90201. PROMPT PAYMENT INTEREST REPORT**

A. The Prompt Payment Act requires federal agencies to process timely payments and to pay interest when payments are made late, this includes travel payments.

B. DO/FOs must ensure that the prompt payment function is operational in WinIATS through the system maintenance module.

### **90202. LATE PAYMENT INTEREST PAYMENTS PROCESS**

A. The clerk will be required to input the date the traveler signed the voucher, the date the approving official (AO) signed the voucher, date the voucher was forwarded to the office and the date of receipt by the office.

NOTE: The date received by the office is working day that all required systems (DTMS, MCTFS, WinIATS) were functional in order to block the travel claim in WinIATS.

1. When dates are not provided on the DD form 1351-2, The DO/FO will utilize the date of receipt by the office for all dates. This will only be done when dates are not provided on the DD Form 1351-2 and not as a standard procedure.

2. When the member has dated the voucher and the AO has not, the member's date will be utilized and for the date of receipt by the DO/FO will be utilized for the AO date.

3. If the member fails to date the voucher and there is a date provided by the AO, utilize the AO's date for both the member's and AO's date.

### **90203. PROCESSING 1099-INT REPORT**

A. At the end of each calendar year the DO/FO is required to print the form 1099 Prompt Payment Interest. This report will be produced no later than 15 January each year.

B. The DO/FO will forward a copy of each 1099-INT produced to the traveler and the IRS. The 1099-INT will be forwarded no later than 30 January.

C. The DO/FO keep required retains in accordance with the DODFMR Vol. 5.

D. The 1099-INT will not be produced for interest payments of less than \$10.00.

## **9-3. CIVILIAN PCS CLAIM W2 PROCESSING**

### **90301. CIVILIAN PCS CLAIM W2 PROCESSING**

A. When processing Civilian PCS claims IATS will automatically generate the tax documents. A W-2 is generated every time that a Civilian PCS claim is processed if there are taxable entitlements; this includes partial claims and supplemental claims.

B. IATS will generate a W-2 for subsequent claims issued on the same Standard Document Number.

C. DO/FO should only print and release one W-2 after December 31st for the last claim paid in the previous tax year. The DO/FO must establish a tickler file for every civilian PCS claim so that the W-2s can be printed and released after December 31st. The DO/FO must compare the information on the IATS generated W-2 to the taxable totals reflected on the applicable travel claims. If the W-2 is correct, it can be released. If the W-2 is not correct, the DO/FO will destroy the W-2 and contact RFF for procedures for generating a manual W-2.

D. After the W-2 is generated provide a copy to the employee and forward a copy to DFAS-CL to the below listed POC. Ensure each W-2 sent to DFAS-CL includes copies of the IATS coversheet printout showing the same figures on the W-2. Due to PII concerns W-2s and substantiating paperwork shall be mailed via USPS. Any questions regarding this process can be addressed via mail with the below listed

Attn: Bill Kerns  
Defense Finance and Accounting Service  
Code JDBA Room 1907  
1240 East 9th Street  
Cleveland, OH 44199

### **90302. PROCEDURES FOR CIVILIAN PCS TRAVEL**

A. Marine Corps Civilian PCS travel vouchers, to include supplemental claims, will be processed by the Defense Finance and Accounting Services (DFAS) in Rome, New York. Any voucher accepted by a Marine Corps Disbursing/Finance Office on or before 31 December 2015 must be processed by that office prior to 1 January 2016. If the office will not be able to have the voucher disbursed on 31 December or prior, then the voucher will need to be forwarded to DFAS-Rome for processing.

B. DFAS Rome has provided a PCS checklist for the traveler and the reviewer, which can be found at <http://www.dfas.mil/civilianemployees/civelo.html>. It is highly recommended the traveler utilize this checklist to minimize discrepancies and ensure proper payment. The most secure method for submission of the travel voucher is using the Travel Voucher Direct upload. Travel Voucher Direct can be accessed at the following URL: <http://www.dfas.mil/civilianemployees/travelpay/travelvoucherdirect.html>. Travel Vouchers may also be submitted via the following methods:

FAX: 216-367-3422

EMAIL: [dfas.rome.jft.mbx.civelo-vouchers@mail.mil](mailto:dfas.rome.jft.mbx.civelo-vouchers@mail.mil)

MAIL: DFAS, ROME

ATTN: Travel Pay, Civilian Relocation  
325 Brooks Road  
Rome, NY 13441

Travel advances must be submitted by either fax (216)367-3428 (DSN 580-7839) or email:  
[dfas.rome.jft.mbx.civrelo-advances@mail.mil](mailto:dfas.rome.jft.mbx.civrelo-advances@mail.mil).

C. The Customer Care section can be reached at 1-888-332-7366 Option 1. Travelers may also email questions to: [dfas.rome.jft.mbx.civrelo-vouchers@mail.mil](mailto:dfas.rome.jft.mbx.civrelo-vouchers@mail.mil).

## **9-4. CHANGE ELECTRONIC FUNDS TRANSFER (EFT) REPORT**

### **90401. CHANGE ELECTRONIC FUNDS TRANSFER (EFT) REPORT**

A. The report must be certified by the DO/FO or their designated representative. The DO/FO is required to validate and certify the EFT report as changes occur by the end of that working day. The DO/FO must ensure they are not date gaps between reports. In instances where the office does not process any EFT changes, they will be required to process the EFT Change Report bi-monthly. For example the DO/FO may certify the EFT Change Report on the 1<sup>st</sup> and 15<sup>th</sup> of every month. DO/FOs will not purge EFT change information from WINIATS.

B. Due to system limitations, the DO/FOs must annotate the begin and end dates of the report.

C. Only personnel with certifying authority via DD Form 577 may input or certify EFT information. Individuals authorized to input or certify EFT information will not be authorized to sign the Vouchers Awaiting Payments (VAPs) or vice versa.

NOTE: Marines will submit EFT changes via the MyPay website.

### **90402. CERTIFYING OFFICIALS (AUDITORS)**

A. All travel certifiers, including travel auditors, must be appointed on a DD 577 in accordance with instructions provided in the APSM.

### **90403. REPORT REQUIREMENTS**

A. The change EFT report will be printed at a minimum Bi-Weekly or when an EFT change occurs. See paragraph 090401 of this manual.

B. Verify the Option K report by comparing the alternate EFT forms (Hard copy) and the Deployed Disbursing System EFT Report. See paragraph 090401 of this manual.

C. Upon verification the designated representative will sign and date the report.

D. The signed and dated report will be maintained on file with all EFT change request forms for 2 years. These files may be retained either by hard copy or electronic means.

# **Chapter 10 INTERNAL CONTROL MEASURES**

## **10-1. INTERNAL CONTROL MEASURES**

### **100101. PAY RECORD ACCESS (PRA)**

A. General: DO/FOs will conduct audits on all personnel with pay record access that fall under the DO/FO authority. These are all personnel within the DO/FO with access to pay records.

B. PRA payment process:

1. When DO/FOs receive PRAs travel claims, the travel claim will go through the same process as normal travel claims.

2. After the auditor reviews the claim they will print of the travel voucher summary for submission to the internal controls section.

3. The internal controls section will review the travel claim for accuracy and then certify (via stamp or signature) the travel voucher summary.

4. Once completed the internal controls section will return the voucher back to the travel deck in order to upload into DTMS.

5. DO/FOs will upload to EDA and retain hard copies of the PRA voucher in accordance with normal travel claim regulations.

### **100102. HOW TO PULL THE SAMPLE FOR THE TRAVEL AUDITS**

A. On a monthly basis, each DO/FO is required to audit 5% or a minimum of 50 travel vouchers from each category PCS and TAD processed within the previous month. See the APSM Chapter 11

B. In order to pull this roster the Internal Controls will need access to reports studio or Database Reporting Initiative (DRI). Reports Studio allows you to use an IRM to identify travel claims by type. DRI is a web based program that pulls reports based on transactions processed in DDS.

### **100103. SEPARATION OF DUTIES**

A. All DO/FOs are directed to ensure that WinIATS user profiles are established in compliance with the enclosure, which includes updated WinIATS privileges. A listing of WinIATS profiles and privileges is located in Appendix I. Profile changes are identified in bold, preceded by an asterisk.

B. The Super Use profile is no longer authorized for use except by the DO/FO. DO/FOs are required to retain the "System" Super User ID and password in the DO/FO's safe and will log into the account monthly to change the password to ensure the account remains active. If the account password has expired or cannot be accounted for, immediately contact the system section at RFF-KCI.

C. The established user profiles provide DO/FO's with the basic framework for managing WinIATS by ensuring that personnel are only granted access to the parts of the system required to perform their assigned duties. The distinct profiles are designed to reduce the possibility of fraud.

D. DO/FOs may further restrict access within each profile category and may also request exceptions as necessary. If approved, exception approval letters will be maintained by your office for 10 years from date signed.

E. Additional separation of duties restrictions apply as follows:

1. Users who have access to modify EFT information must be appointed in writing and cannot certify travel vouchers awaiting payment (VAP).
2. The certifying official that signs the VAP cannot also sign the EFT change report.
3. Individuals with access to the Utility Module cannot have disbursing privileges.
4. Individuals granted Examiner Privileges will not be granted both Input/Modify Request and Process Download File.

F. WinIATS is a service-level application that is continually updated to include additional enhancements that may result in the addition of new privileges. To ensure profiles remain current and keep pace with the enhancements, this policy will be reviewed and modified as appropriate.

NOTE: The point of contact for HQMC (RFF-KCI-SYSTEMS) is (816) 926-6921

## **100104. MONTHLY AND QUARTERLY AUDITS**

A. DO/FOs must upload all Monthly and Quarterly Audits to the MCDOSS website along with all supporting documents.

B. **Improper Payment Report.** The improper payment report is a quarterly report mandated by Office of the Secretary of Defense (OSD), via the office of the Assistant Secretary of the Navy (ASN). The purpose of this report is to identify the number, total amount, and corrective action taken on DO/FO WinIATS improper payments. The DO/FOs receive a spreadsheet from RFF that must be filled out and submitted back to RFF by the indicated due date.

1. The report spreadsheet consists of four tabs. The first tab contains the reporting instructions. It provides a brief description of each block to assist in filling out the report. The second tab is for TAD and the third tab is for PCS. The DO/FOs must identify the corrective action taken on each improper payment identified on the fourth tab. The DO/FOs will utilize their internal control (IC) required monthly review to identify the improper payments for the respective quarter and utilize these improper payments to fill out the report spreadsheet. Ensure to fill out all appropriate blocks in Parts I and II for TAD and PCS spreadsheet. Additional comments are required every time "Other Reason" is used on Part II.

## **10-2. TRAVEL PAY REMEDIATION PLAN**

### **100201. TRAVEL PAY REMEDIATION PROCEDURES**

A. The Improper Payment Elimination and Recovery Act of 2010 (IPERA) requires Government agencies to reduce the number of improper payments and recover improper payments that have been identified during post payment reviews. An audit conducted by the Government Accountability Office (GAO) in 2012 indicated that DoD was not in compliance with the reduction/recovery of improper payments, failing to meet the goal of an 85% recovery rate.

B. In response to this audit, the Under Secretary of Defense, Comptroller (USD(C) issued a Memo directing the establishment a “Travel Pay Remediation Plan” (TPRP). The Memo establishes the DFAS as the official Post Payment Review activity for the DoD and establishes the findings from these audits as the official metrics that will be reported to the Office of Management and Budget (OMB).

C. This section establishes the Marine Corps TPRP and details the procedures necessary to provide proper oversight of travel pay. At a minimum, the TPRP requires the review of the following travel pay related areas:

1. Required receipts for lodging and individual expenses of \$75 or greater are attached to travel vouchers;
2. Correct lodging expenses are claimed
3. Appropriate justification for the type of rental car used is provided;
4. Travelers and/or AO are held financially liable for overpayments
5. Travelers and AOs complete required DTS training;
6. Commanders implement the DTMO Compliance Tool for DTS travel settlements.

D. The TPRP consists of three main areas; processing DFAS Post Payment Review discrepancies, processing DTMO Compliance Tool discrepancies, and reporting corrected discrepancies to DFAS.

## **100202. DFAS POST PAYMENT REVIEW PROCESS**

1. Processing DFAS Post Payment Reviews. DFAS notifies Headquarter Marine Corps of their PPR findings in the form of a spreadsheet sent to the Finance Branch RFF on a quarterly basis. The items in the spreadsheet will be sorted by DO/FO and forwarded to the Marine Corps Administrative Analysis Team (MCAAT) for review.

2. MCAAT responsibilities.

a. MCAAT will review each of the potential discrepancies identified by DFAS and either confirm the error or refute the error.

b. MCAAT will provide the DO/FO a list of all the confirmed errors from the review and it will be posted to the RFF/KCI portal by the first business day of the next month after the report was received. MCAAT will notify the DO/FO IC sections when the report is available on the portal.

c. Any errors that are validated by MCAAT will be reviewed by the individual DO/FO the DN is listed under (regardless if the office settled the claim originally).

d. MCAAT will review all corrective action taken by the DO/FO during the annual MCAAT analysis and will provide RFF a quarterly summary of findings for RFF to forward to DFAS as feedback on the quality of their audit.

3. DO/FO responsibilities.

a. The DO/FO will review the spreadsheet and complete all research and corrective action by the last business day of the month.

b. The DO/FO must provide comments on the spreadsheet and errors that are disputed by the office must be submitted for determination to RFF via JIRA. The DO/FOs must complete the following fields:

- (1) Office concur/non-concur: Yes or no
- (2) Office comments: Amplifying information regarding the error (include reasons for concurrence/non-concurrence and references)
- (3) Corrective action: When corrective action is required, the DO/FO will provide all pertinent information for the action taken (reference JIRA tickets if applicable)

c. If further action and/or additional information is needed, the DO/FO will contact the traveler. The traveler has 15 days to respond to the offices' request. If the traveler does not respond, the DO/FO will initiate a payroll collection action in order to recoup the improper payment.

### **100203. COMPLIANCE TOOL**

A. The National Defense Authorization Act of FY 2012 directed the Secretary of Defense to establish a program to enforce travel policy compliance and minimize improper travel payments. Thus, the Defense Travel Management Office (DTMO) developed the Compliance Tool to meet this mandate. The Compliance Tool uses the DTS "Data Mart" to run travel data queries to detect potential improper payments. When the queries identify potential errors, an email is sent to the traveler and Approving Official (AO) to notify them of the potential error. The Compliance Tool is accessed via the TRAX website. A Compliance Tool Users Guide is available at:  
[http://www.defensetravel.dod.mil/Docs/Travel\\_Policy\\_Compliance\\_Tool\\_User\\_Guide.pdf](http://www.defensetravel.dod.mil/Docs/Travel_Policy_Compliance_Tool_User_Guide.pdf).

B. Installation Lead Defense Travel Administrators (LDTA) is the local Compliance Tool Administrators. LDTAs shall grant Compliance Tool administrative access to personnel within the Disbursing and Finance Offices and will provide assistance, as necessary, to support the Offices in completing actions to resolve Compliance Tool errors.

C. Disbursing and Finance Officers shall ensure Officers in Charge (OIC) of their respective Internal Control (IC) Sections are responsible for the operation and monitoring of the Compliance Tool and assign appropriate personnel for its operation.

1. OICs of IC Sections shall ensure Compliance Tool reports are monitored on a weekly basis to ensure prompt and proper corrective action is taking place. Potential errors shall be monitored until action is complete and all errors are properly closed out in the Compliance Tool. OICs shall assign Compliance Tool User access to Office personnel as may be necessary.

2. Upon receipt of emails or notifications based on Compliance Tool reports, AOs will interact directly with the traveler to review, validate items identified, and provide assistance to take corrective action for resolution within 15 days. Corrective action may include, but is not limited to, amending the voucher to validate item(s) or add supporting documentation.

3. If items cannot be validated within 15 days, travelers will amend their vouchers,



remove items claimed and sign the voucher. Should the traveler fail to take required action within the 15 days, AOs will coordinate with individuals designated to initiate collection action.

# Chapter 11 APPENDICES A THROUGH I

## 110101. APPENDIX "A" ADVANCE SEPARATION NAVMC 11115 EXAMPLE

### AUTHORIZATION FOR ADVANCE DEPENDENTS TRAVEL AND/OR DISLOCATION ALLOWANCES

NAVMC 11115 (Rev. 02-09) (EF)

FOUO - Privacy Sensitive when filled in.

Print Form

PART I MARINE'S APPLICATION		
SECTION A		
Name of Individual (Last, first, MI.)	Grade	SSN
MARINE, I. M	RANK	6789
PEBD	Unit	Date of Detachment
20140101	LAST ACTIVE DUTY COMMAND	
I desire advance payment of: <input type="checkbox"/> Dislocation Allowance <input type="checkbox"/> Dependents' Travel Allowance		
SECTION B		
I CERTIFY that my dependents will relocate from:		
3280 RUSSELL RD. QUANTICO, VA 22134 (Street, City and State)		
to: NEW ADDRESS (City and State)		
where they will establish a bona fide residence incident to my permanent change of station. The following dependents are eligible for transportation in accordance with JTR, paragraph M7000:		
Name (Last, first, MI.)	Relationship	Date of Birth
DEPENDENTS WHO MOVED		
I understand that, in the event my dependents do not relocate, repayment of the advance is subject to immediate recoupment action.		
Anticipate travel to commence on	Est departure Date	and to be completed on Est completion Date
I have applied for shipment/storage of household effects or a "DITY" move on Date		
SECTION C		
<input type="checkbox"/> I hereby make application for advance payment of dislocation allowance incident to my permanent change of station to:		
(New permanent duty station).		
Applicant's Signature: _____		Date: _____
PART II COMMANDER'S CERTIFICATION		
CERTIFICATION of dependents's eligibility information and household effects shipment/storage or "DITY" move information contained in Part I is hereby rendered:		
Signature of Commanding Officer: _____		Date: _____

Print Form

PART I MARINE'S APPLICATION		
SECTION A		
Name of Individual (Last, first, MI.)	Grade	SSN
MARINE, I. M.	RANK	6789
PEBD	Unit	Date of Detachment
20140101	LAST ACTIVE DUTY COMMAND	
I desire advance payment of: <input type="checkbox"/> Dislocation Allowance <input type="checkbox"/> Dependand's Travel Allowance		
SECTION B		
I CERTIFY that my dependents will relocate from: <div style="text-align: center; margin-top: 10px;">             3280 RUSSELL RD. QUANTICO, VA 22134              (Street, City and State)           </div> to: <div style="text-align: center; margin-top: 10px;">             NEW ADDRESS              (City and State)           </div> where they will establish a bona fide residence incident to my permanent change of station. The following dependents are eligible for transportation in accordance with JTR, paragraph M7000:		
Name (Last, first, MI.)	Relationship	Date of Birth
DEPENDENTS WHO MOVED		
I understand that, in the event my dependents do not relocate, repayment of the advance is subject to immediate recoupment action. <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Anticipate travel to commence on</span> <span>Est departure</span> <span>and to be completed on</span> <span>Est completion</span> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span></span> <span>Date</span> <span></span> <span>Date</span> </div> I have applied for shipment/storage of household effects or a "DITY" move on <div style="text-align: right; margin-top: 5px;">             Date           </div>		
SECTION C		
<input type="checkbox"/> I hereby make application for advance payment of dislocation allowance incident to my permanent change of station to: <div style="text-align: center; margin-top: 10px;">             (New permanent duty station).           </div>		
Applicant's Signature: _____		Date: _____
PART II COMMANDER'S CERTIFICATION		
CERTIFICATION of dependents's eligibility information and household effects shipment/storage or "DITY" move information contained in Part I is hereby rendered: <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <span>Signature of Commanding Officer: _____</span> <span>Date: _____</span> </div>		

## **TRAVEL ADVANCE** **STATEMENT OF UNDERSTANDING**

I UNDERSTAND THAT I WILL ONLY RECEIVE AN ADVANCE OF TRANSPORTATION COSTS INCIDENT TO MY SEPARATION FROM THE MARINE CORPS. I FURTHER UNDERSTAND THAT IF I DO NOT SUBMIT A FINAL TRAVEL VOUCHER TO MY SERVICING FINANCE OFFICE WITHIN 5 DAYS AFTER MY ECC OR WITHIN 5 DAYS AFTER COMPLETING MY FINAL TRAVEL (WHICHEVER OCCURS LATER) THE MARINE CORPS WILL TAKE COLLECTION ACTION TO RECOVER THE ADVANCED FUNDS.

BY SIGNING THIS SOU I HAVE ACKNOWLEDGED THE ABOVE PARAGRAPH.

**MEMBER'S SIGNATURE:** \_\_\_\_\_

**PRINT FULL NAME:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

TRAVEL VOUCHER OR SUBVOUCHER				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.			
<b>1. TRAVEL METHOD</b> <input checked="" type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		<b>SPLIT DISBURSEMENT:</b> The Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. <b>NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.</b> \$					
<b>2. NAME (Last, First, Middle Initial) (Print or type)</b> MARINE, I. M.		<b>3. GRADE</b> RANK		<b>4. SSN</b> 123-45-6789		<b>5. TYPE OF PAYMENT (X as applicable)</b> TDY <input type="checkbox"/> Member/Employee PCS <input checked="" type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA <input type="checkbox"/>	
<b>6. ADDRESS, a. NUMBER AND STREET</b> 3280 Russell Rd		<b>b. CITY</b> Quantico		<b>c. STATE</b> VA		<b>d. ZIP CODE</b> 22134	
<b>a. E-MAIL ADDRESS</b> immarine@yahoo.com (civilian email)		<b>10. FOR D.O. USE ONLY</b> <b>a. D.O. VOUCHER NUMBER</b>  <b>b. SUBVOUCHER NUMBER</b>  <b>c. PAID BY</b>  <b>d. COMPUTATIONS</b> 15e. through f. see page 2 16. Mark the appropriate block					
<b>7. DAYTIME TELEPHONE NUMBER &amp; AREA CODE</b> (723) 456-7890		<b>8. TRAVEL ORDER AUTHORIZATION NUMBER</b>  11. ORGANIZATION AND STATION Last active duty command		<b>9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES</b>  0.00		<b>12. DEPENDENT(S) (X and complete as applicable)</b> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED <input type="checkbox"/> a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE	
<b>13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS (Include Zip Code)</b>  14. HAVE HOUSEHOLD GOODS BEEN SHIPPED? YES <input type="checkbox"/> NO <input type="checkbox"/> (Explain in Remarks)		<b>15. ITINERARY</b> a. DATE b. PLACE (Home, Office, Base, Activity, City and State, City and County, etc.) Date DEP Old Address Date ARR New Address DEP ARR DEP ARR DEP ARR DEP ARR DEP ARR		<b>c. MEANS/ MODE OF TRAVEL</b> MC		<b>d. REASON FOR STOP</b>  <b>e. LODGING COST</b>  <b>f. POC MILES</b>  17. DURATION OF TRAVEL 12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS MORE THAN 24 HOURS	
<b>15. SUMMARY OF PAYMENT</b> (1) Per Diem (2) Actual Expense Allowance (3) Mileage (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total 0.00 (8) Less Advance (9) Amount Owed 0.00 (10) Amount Due		<b>18. GOVERNMENT DEDUCTIBLE MEALS</b> a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS		<b>19. CLAIMANT SIGNATURE</b> e. DATE		<b>20. REVIEWER'S PRINTED NAME</b> f. SIGNATURE g. TELEPHONE NUMBER h. DATE	
<b>21. APPROVING OFFICIAL'S PRINTED NAME</b> i. SIGNATURE j. TELEPHONE NUMBER k. DATE		<b>22. ACCOUNTING CLASSIFICATION</b>  23. COLLECTION DATA		<b>24. COMPUTED BY</b> 25. AUDITED BY		<b>26. TRAVEL ORDER AUTHORIZATION POSTED BY</b> 27. RECEIVED (Payee Signature and Date or Check No.)	
<b>28. AMOUNT PAID</b>							

## How to properly fill out the DD form 1351-2 Travel Voucher for Final Separations and Retirement Settlements:

### **Block 1:**

-Check the appropriate box for desired means of reimbursement.

**Electronic Fund Transfer:** Payment will go to your established EFT that regular pay check is deposited into, unless; new EFT information has been submitted.

**Payment By Check:** Must be authorized prior to separating or retiring

**Split Disbursement:** Does not apply for retirees or separations.

### **Block 2:**

-Name

### **Block 3:**

-Grade

### **Block 4:**

-Social security number

### **Block 5:**

-Put an X next to the appropriate box.

### **Block 6a-d:**

-Address number and street, city, state, and zip code (new address).

### **Block 7:**

-Daytime telephone number

### **Block 8:**

-Leave blank

### **Block 9:**

-All travel advances paid for this travel claim. Put amount and the date payment was received

### **Block 10:**

-Disbursing Office use only

**Block 11:**

-Unit separated or retired from.

**Block 12:**

-If dependents are accompanying member check ACCOMPANIED (fill out 12a-c)

-If dependents are not accompanying the member check UNACCOMPANIED

-If member has no dependents check UNACCOMPANIED

**Block 13:**

-Dependents address when member received their orders to separate/retire.

**Block 14:**

-Check appropriate box.

**Block 15a-b:**

-List dates not times. List all your stops with your departure and arrival dates.

**15c. MEANS/MODE OF TRAVEL (Use two letters)**

GTR/TKT	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation ( <i>Own expense</i> )	- C	Bus	- B
Privately Owned Conveyance ( <i>POC</i> )	- P	Plane	- P
		Rail	- R
		Vessel	- V

**15d. REASON FOR STOP**

Mission Complete	- MC
Authorized Delay	-AD
Awaiting Transportation	- AT
Leave en route	- LV

## Entitlements for Final Separations and Retirement Settlements:

### Places to Travel

- HOR (Home of Record)
- PLEAD (Place entered Active Duty / MEPS)
- HOS (Home of Selection)
- NOTE : **Separations** will be limited reimbursement to their HOR or PLEAD
- NOTE: **Retirees** must intend to establish a permanent residence at that final destination.

### Modes of Travel

#### -Privately Owned Vehicle (POV):

- Receive MALT when driving a POV or rental truck to your final destination.
- Member .235/mile
- 2<sup>nd</sup> POV .235/mile
- If you utilize DUAL POVS, make sure it is annotated on your 1351-2 voucher
- Covers the cost of daily lodging and meals.
- Member - \$129.00/day
- Dependents 12 and over (75%) - \$96.75/day
- Dependents 11 and under (50%) - \$64.50/day
- If dependent is traveling separately, one dependent 12 or older would rate \$129.00 per day. This is usually the spouse.

#### -Commercial Per Diem:

- Commercial Per Diem is paid when traveling by any other form of transportation except for driving (Plane, Bus, Train, etc.)
- Rate 75% of the locality rate of final destination or HOR (locality rate varies)
- **Other Than Honorable (OTH)** The cost of the least expensive mode of transportation (usually commercial bus) not to exceed the distance to the member's HOR. Member is not entitled to any Per Diem and is considered an "unauthorized traveler"
- **Note retirees:** Per Diem based on the mode of travel actually used. This may not exceed the entitlement the member would receive if traveling entirely by POC

### Claim Submission:

#### -Retirees:

- Will only receive 100% advance of the estimated separation transportation (no per diem) once the member submits a **signed** copy of orders, a signed statement of understanding with a NAVMC 11115 reflecting the estimated departure and travel completion dates.
- Advance will not be paid more than 10 days prior to the estimated date of departure.
- If the member's travel voucher has not been received within 30 days after the ECC or 30 days from the estimated travel ending date (whichever occurs later), the DO/FO must send a notification letter identifying the intent to recoup the travel advance.
- The DO/FO will begin collection action 30 days after the date of the travel letter if the member fails to submit a completed travel claim. Collection action must be completed within 35 days of the travel letter. Debt will be turned over to DFAS for collection from retired pay.
- Travel must be completed no later than 1 year after ECC.



- Submit the travel claim consisting of the DD 1351-2, orders, and commercial transportation receipts equal to or greater than \$75.00 to the last servicing Disbursing or Finance Office

**-Separations:**

- Will only receive 100% advance of the estimated separation transportation (no per diem) once the member submits a **signed** copy of orders, a signed statement of understanding with a NAVMC 11115 reflecting the estimated departure and travel completion dates.
- Advance will not be paid more than 10 days prior to the estimated date of departure.
- If the member's travel voucher has not been received within 30 days after the ECC or 30 days from the estimated travel ending date (whichever occurs later), the DO/FO must send a notification letter identifying the intent to recoup the travel advance.
- The DO/FO will begin collection action 30 days after the date of the travel letter if the member fails to submit a completed travel claim. Collection action must be completed within 35 days of the travel letter. Debt will be turned over to DFAS, a collection agency, and ultimately the IRS for wages and tax levy. This action will result in adverse credit reporting.
- Travel must be completed within 6 months after ECC date.
- Submit the travel claim consisting of the DD 1351-2, orders, and commercial transportation receipts equal to or greater than \$75.00 to the last servicing Disbursing or Finance Office.

<b>TRAVEL VOUCHER OR SUBVOUCHER</b>				Read Privacy Act Statement, Penalty Statement, and Instructions on back before completing form. Use typewriter, ink, or ball point pen. PRESS HARD. DO NOT use pencil. If more space is needed, continue in remarks.					
<b>1. PAYMENT</b> <input type="checkbox"/> Electronic Fund Transfer (EFT) <input type="checkbox"/> Payment by Check		<b>SPLIT DISBURSEMENT:</b> This Paying Office will pay directly to the Government Travel Charge Card (GTCC) contractor the portion of your reimbursement representing travel charges for transportation, lodging, and rental car if you are a civilian employee, unless you elect a different amount. Military personnel are required to designate a payment that equals the total of their outstanding government travel card balance to the GTCC contractor. <b>NOTE: A split disbursement is only necessary when a GTCC is used while on official travel for the Government.</b> Pay the following amount of this reimbursement directly to the Government Travel Charge Card contractor: \$							
<b>2. NAME</b> (Last, First, Middle Initial) (Print or type)			<b>3. GRADE</b>		<b>4. SSN</b>		<b>5. TYPE OF PAYMENT</b> (X as applicable) <input type="checkbox"/> TDY <input type="checkbox"/> Member/Employee <input type="checkbox"/> PCS <input type="checkbox"/> Other <input type="checkbox"/> Dependent(s) <input type="checkbox"/> DLA		
<b>6. ADDRESS</b> a. NUMBER AND STREET			b. CITY		c. STATE		d. ZIP CODE		
<b>7. E-MAIL ADDRESS</b>									
<b>7. DAYTIME TELEPHONE NUMBER &amp; AREA CODE</b>			<b>8. TRAVEL ORDER AUTHORIZATION NUMBER</b>		<b>9. PREVIOUS GOVERNMENT PAYMENTS/ADVANCES</b>		<b>10. FOR D.O. USE ONLY</b> a. D.O. VOUCHER NUMBER b. SUBVOUCHER NUMBER c. PAID BY		
<b>11. ORGANIZATION AND STATION</b>			<b>12. DEPENDENT(S)</b> (X and complete as applicable) <input type="checkbox"/> ACCOMPANIED <input type="checkbox"/> UNACCOMPANIED a. NAME (Last, First, Middle Initial) b. RELATIONSHIP c. DATE OF BIRTH OR MARRIAGE		<b>13. DEPENDENTS' ADDRESS ON RECEIPT OF ORDERS</b> (Include Zip Code)		<b>14. HAVE HOUSEHOLD GOODS BEEN SHIPPED?</b> (X one) YES <input type="checkbox"/> NO (Explain in Remarks)		
<b>15. ITINERARY</b> a. DATE b. PLACE (Home, Office, Base, Activity, City and State; City and Country, etc.)			c. MEANS/ MODE OF TRAVEL d. REASON FOR STOP e. LODGING COST f. POC MILES		<b>16. POC TRAVEL</b> (X one) <input type="checkbox"/> OWN/OPERATE <input type="checkbox"/> PASSENGER <b>17. DURATION OF TRAVEL</b> (4) Dependent Travel (5) DLA (6) Reimbursable Expenses (7) Total (8) Less Advance (9) Amount Owed (10) Amount Due				
<b>18. REIMBURSABLE EXPENSES</b> a. DATE b. NATURE OF EXPENSE c. AMOUNT d. ALLOWED			12 HOURS OR LESS MORE THAN 12 HOURS BUT 24 HOURS OR LESS MORE THAN 24 HOURS		<b>19. GOVERNMENT/DEDUCTIBLE MEALS</b> a. DATE b. NO. OF MEALS c. DATE d. NO. OF MEALS				
<b>20. a. CLAIMANT SIGNATURE</b>			<b>20. b. DATE</b>		<b>21. a. APPROVING OFFICIAL'S PRINTED NAME</b> b. SIGNATURE c. TELEPHONE NUMBER d. DATE				
<b>22. ACCOUNTING CLASSIFICATION</b>			<b>23. COLLECTION DATA</b>						
<b>24. COMPUTED BY</b>		<b>25. AUDITED BY</b>		<b>26. TRAVEL ORDER AUTHORIZATION POSTED BY</b>		<b>27. RECEIVED</b> (Payee Signature and Date or Check No.)		<b>28. AMOUNT PAID</b>	

## PRIVACY ACT STATEMENT

**AUTHORITY:** 5 U.S.C. Section 301; Departmental Regulations; 37 U.S.C. Section 404, Travel and Transportation Allowances, General; DoD Directive 5154.29, DoD Pay and Allowance Policy and Procedures; Department of Defense Financial Management Regulation (DoDFMR) 7000.14.R., Volume 9; and E.O. 9397 (SSN), as amended.

**PRINCIPAL PURPOSE(S):** To provide an automated means for computing reimbursements for individuals for expenses incurred incident to travel for official Government business purposes and to account for such payments.  
Applicable SORN: T7333 (<http://privacy.defense.gov/notices/dfas/T7333.shtml>).

**ROUTINE USE(S):** Certain "Blanket Routine Uses" for all DoD maintained systems of records have been established that are applicable to every record system maintained within the Department of Defense, unless specifically stated otherwise within the particular record system notice. These additional routine uses of the records are published only once in each DoD Component's Preamble in the interest of simplicity, economy, and to avoid redundancy. Applicable SORN: <http://dpcls.defense.gov/privacy/SORNs/component/dfas/preamble.html>.

**DISCLOSURE:** Voluntary; however, failure to furnish the requested information may result in total or partial denial of the amount claimed. The Social Security Number is requested to facilitate the possible collection of indebtedness or credit to the DoD traveler's pay account for any residual or shortage.

## PENALTY STATEMENT

There are severe criminal and civil penalties for knowingly submitting a false, fictitious, or fraudulent claim (U.S. Code, Title 18, Sections 287 and 1001 and Title 31, Section 3729).

## INSTRUCTIONS

### ITEM 1 - PAYMENT

Member must be on electronic funds (EFT) to participate in split disbursement. Split disbursement is a payment method by which you may elect to pay your official travel card bill and forward the remaining settlement dollars to your predesignated account. For example, \$250.00 in the "Amount to Government Travel Charge Card" block means that \$250.00 of your travel settlement will be electronically sent to the charge card company. Any dollars remaining on this settlement will automatically be sent to your predesignated account. Should you elect to send more dollars than you are entitled, "all" of the settlement will be forwarded to the charge card company. Notification: you will receive your regular monthly billing statement from the Government Travel Charge Card contractor; it will state: paid by Government, \$250.00, 0 due. If you forwarded less dollars than you owe, the statement will read as: paid by Government, \$250.00, \$15.00 now due. Payment by check is made to travelers only when EFT payment is not directed.

### REQUIRED ATTACHMENTS

1. Original and/or copies of all travel orders/authorizations and amendments, as applicable.
2. Two copies of dependent travel authorization if issued.
3. Copies of secretarial approval of travel if claim concerns parents who either did not reside in your household before their travel and/or will not reside in your household after travel.
4. Copy of GTR, MTA or ticket used.
5. Hotel/motel receipts and any item of expense claimed in an amount of \$75.00 or more.
6. Other attachments will be as directed.

### ITEM 15 - ITINERARY - SYMBOLS

#### 15c. MEANS/MODE OF TRAVEL (Use two letters)

GTR/TKT or CBA (See Note)	- T	Automobile	- A
Government Transportation	- G	Motorcycle	- M
Commercial Transportation (Own expense)	- C	Bus	- B
Privately Owned Conveyance (POC)	- P	Plane	- P
		Rail	- R
		Vessel	- V

Note: Transportation tickets purchased with a CBA must not be claimed in Item 18 as a reimbursable expense.

#### 15d. REASON FOR STOP

Authorized Delay	- AD	Leave En Route	- LV
Authorized Return	- AR	Mission Complete	- MC
Awaiting Transportation	- AT	Temporary Duty	- TD
Hospital Admittance	- HA	Voluntary Return	- VR
Hospital Discharge	- HD		

#### ITEM 15e. LODGING COST

Enter the total cost for lodging.

#### ITEM 19 - DEDUCTIBLE MEALS

Meals consumed by a member/employee when furnished with or without charge incident to an official assignment by sources other than a government mess (see JFTR, par. U4125-A3g and JTR, par. C4554-B for definition of deductible meals). Meals furnished on commercial aircraft or by private individuals are not considered deductible meals.

### 29. REMARKS

- a. INDICATE DATES ON WHICH LEAVE WAS TAKEN:
- b. ALL UNUSED TICKETS (including identification of unused "e-tickets") MUST BE TURNED IN TO THE T/O OR CTO.

## 110104. APPENDIX "D" ALTERNATE EFT FORM

### PRIVACY ACT STATEMENT

THIS INFORMATION IS PROVIDED TO COMPLY WITH THE PRIVACY ACT OF 1974 (P: 93-579). ALL INFORMATION COLLECTED ON THIS FORM IS REQUIRED UNDER THE PROVISIONS OF 31 U.S. C 332 AND CFR 210. THIS INFORMATION WILL BE USED BY THE TREASURY DEPARTMENT TO TRANSMIT PAYMENT DATA, BY ELECTRONIC MEANS, TO THE PAYEE'S FINANCIAL INSTITUTION. FAILURE TO PROVIDE THE REQUESTED INFORMATION MAY DELAY OR PREVENT THE RECEIPT OF PAYMENTS.

### Directions

If the traveler is a Marine then the unit can submit his or her D937 from 3270 and we can update the information from that print out. If the Traveler is not a Marine then the Traveler can fill out this form in its entirety and submit it to the I MEF LDTAs.

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

SSN: \_\_\_\_\_ Rank/Grade: \_\_\_\_\_ / \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_ Unit Telephone: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Type: (Check one) \_\_\_\_\_ Savings \_\_\_\_\_ Checking

Routing Number:

--	--	--	--	--	--	--	--	--

Must Be Nine Digits

Account Number:

--	--	--	--	--	--	--	--	--	--	--

Include all suffixes

Reason For Traveler Not Changing Their own Info:


Traveler's Signature: \_\_\_\_\_

# 110105. APPENDIX "E" NAVMC 11108 MEMORANDUM ENDORSEMENT - CERTIFICATION OF ACCOUNTABILITY FOR ELAPSED TIME - TDY 45 DAYS OR MORE

MEMORANDUM ENDORSEMENT - CERTIFICATION OF ACCOUNTABILITY FOR ELAPSED TIME - TDY 45 DAYS OR MORE (7220) NAVMC 11108 (REV. 3-08) (EF)				<b>PRIVACY ACT STATEMENT</b> <small>This Privacy Act Statement for information on this form is contained on NAVMC Form 11000, Privacy Act Statement for Marine Corps Personnel and Pay Records.</small>	
FROM (Name of Unit) _____				DATE _____	
TO: Disbursing Officer _____					
1. The following travel itinerary is submitted for the purpose of accountability of elapsed time in connection with PCS/TDY travel for:					
_____ (Name) _____ (Grade) _____ (Date)					
<b>ITINERARY</b> <small>(See Reverse of Form for Mode of Travel/Reason for Stop Symbols)</small>					
	DEPART				
	ARRIVE				
	DEPART				
	ARRIVE				
	DEPART				
	ARRIVE				
	DEPART				
	ARRIVE				
	DEPART				
	ARRIVE				
2. I elect allowable proceed time as follows:					
_____ DAYS BETWEEN LAST PERMANENT DUTY STATION AND TDY STATION.					
_____ DAYS BETWEEN TDY STATION AND FUTURE PERMANENT DUTY STATION.					
3. I CERTIFY that the above information is true and correct. I UNDERSTAND that these endorsements are a permanent part of my basic orders and will be required to settle my travel claim.					
SIGNATURE OF MARINE _____					
CERTIFIED BY: _____					
SIGNATURE OF COMMANDING OFFICER _____					
DATE _____					
1. Based on the above certification, accountability of elapsed time in connection with these orders has been made and reported into JUMPS/MMS as follows:					
TYPE STATUS		INCLUSIVE DATES		NO. DAYS	
PROCEED (PR) _____		TO _____		_____	
DELAY (DE) _____		TO _____		_____	
TRAVEL (TR) _____		TO _____		_____	
TDY/TEM (TD) _____		TO _____		_____	
SICK (SK) _____		TO _____		_____	
AWAITING TRNS (AT) _____		TO _____		_____	
GRADUATION LV (GL) _____		TO _____		_____	
SIGNATURE OF DISBURSING OFFICER _____					

Adobe 8.0

Figure 9-5.--NAVMC 11108

## 110106. APPENDIX "F" APPROPRIATION DATA

### A. PERMANENT CHANGE OF STATION APPROPRIATION CHART

#### PERMANENT CHANGE OF STATION

TYPE APPROPRIATION OBC BCN/SA AAA TTC PAA COST CODE

FY 09 and on:

17\*1105.2750 021 41690 067443 2D \*\*\*\*\* FROMSABRSDNL

FY 08 and Prior:

ACCESSION 17\*1105.2750 021 41690 067443 2D \*\*\*\*\* FROMSABRSDNL

TRAINING 17\*1105.2751 021 42690 067443 2D \*\*\*\*\* FROMSABRSDNL

OPERATIONAL 17\*1105.2752 021 43690 067443 2D \*\*\*\*\* FROMSABRSDNL

ROTATIONAL 17\*1105.2753 021 44690 067443 2D \*\*\*\*\* FROMSABRSDNL

SEPARATION 17\*1105.2754 021 45690 067443 2D \*\*\*\*\* FROMSABRSDNL

UNIT 17\*1105.2755 021 46690 067443 2D \*\*\*\*\* FROMSABRSDNL

Insert the appropriation from the list below in place of the (\*\*\*\*\*) in the PAA. Remember to use the correct FAN that identifies the allowance being paid. The cost code/SDN comes from the download process. The Object Class (OBC) for DLA is "012" vice "021" and the OBC. "FROMSABRSDNL" indicates from SABRS Download. For a DITY move OBC is "022" vice "012". The TTC for PCS advances is "1K" regardless of the type.

### COMMON PAA CODES

OFFICER	ALLOWANCE	ENLISTED
074122	Member's MALT	074123
074124	Members' Per Diem	074125
074172	Member's Commercial Transportation	074173
074189	Dependent MALT	074190
074191	Dependent per Diem	074195
074176	Dependent Commercial Transportation	074177
074157	Dislocation Allowance	074167
074130	Temporary Lodging Expense	074131
074132	Pet Quarantine	074133
074154	DITY Move	074164
074201	IPCOT/COT (MBR and DEPN)	074203

STANDARD DOCUMENT NUMBERS:

ACCESSION M00027\*\*CT\*\*\*\*\*

TRAINING M00027\*\*CT\*\*\*\*\*

OPERATIONAL M00027\*\*CT\*\*\*\*\*

ROTATIONAL M00027\*\*CT\*\*\*\*\*

SEPARATION M00027\*\*CT\*\*\*\*\*

\* Indicates FY AND SDN will be individually assigned.

## **B. PERMANENT CHANGE OF STATION APPROPRIATION CHART**

### **OFFICER**

17\*1105.2701 0011 11691 067443 2I IATSTA 41TRVLADVOFF \* = FY

SDN IS ALWAYS M00027\*\*MO001TA (10TH DIGIT IS ALPHA "O")

### **ENLISTED**

17\*1105.2702 0011 12691 067443 2I IATSTA 41TRVLADVENL \* = FY

SDN IS ALWAYS M00027\*\*MOOO2TA (10TH DIGIT IS ALPHA "O")

## **C. TAX WITHHELD LOA EXAMPLE**

ACTIVE DUTY PERSONNEL:

OFFICER SDN WILL BE: M70000\*\*MD0DTX1

17\*1105.2701 117 11691 067443 2I 000000 DITYFEDTAXOF

ENLISTED SDN WILL BE: M70000\*\*MD0DTX2

17\*1105.2702 117 12691 067443 2I 000000 DITYFEDTAXEN

RESERVE OFFICER AND ENLISTED SDN WILL BE: M70000\*\*MDRESTX

17\*1108.2731 117 14631 067443 2I 000000 DITYFEDTAXRA

NOTE: Replace the (\*'s) in the SDN with the current calendar year, for the LOA FY replace the (\*) with the last digit of the current calendar year and for the reserve cost code, replace the (#'s) with the member's pay group.

In addition, the tenth digit of the SDN is an alpha "o" vice a numeric zero. It has been observed that there is confusion in regards to fiscal year vice calendar year withholding for federal tax computational purposes. All federal tax withholdings are computed based on the date of payment on a calendar year basis. This is especially important to note during the OCT – DEC months which are considered current fiscal year but for tax purposes should be input using the current calendar year.

Any payments made from JAN 1 – DEC 31 should be input using the calendar year applicable for all federal taxes withheld.

**D. THE FOLLOWING ARE PPM CHECKAGE LINES:**

PAY CHECKAGE ENLISTED - APC 112691. SDN: M000271XMO002TA

AA 17 X 1105 2702 117 12691 067443 2I IATSTA 04100TVAD013

PAY CHECKAGE OFFICER - APC 111691 SDN: M000271XMO001TA

AA 17 X 1105 2701 117 11691 067443 2I IATSTA 04100TVAD010

PAY CHECKAGE RESERVE. SDN: M000271XMOR0041

AA 17 X 1108 2731 117 14631 067443 2I 000000 04100TVAD000

**E. ACTIVE DUTY PERSONNEL**

ACTIVE DUTY OFFICER SDN WILL BE: M00027\*\*MO001TA

17\*1105.2701 0011 11691 067443 2I IATSTA 41TRVLADVOFF ACTIVE DUTY

ENLISTED SDN WILL BE: M00027\*\*MO002TA

17\*1105.2702 0011 12691 067443 2I IATSTA 41TRVLADVENL

**2. RESERVE PERSONNEL:**

RESERVE OFFICER AND ENLISTED SDN WILL BE: M00027\*\*MOR0041

17\*1108.2731 0011 14631 067443 2I IATSTA ###TRVLADVCK

NOTE: REPLACE THE (\*'S) IN THE SDN WITH THE CURRENT FY, FOR THE LOA FY REPLACE THE (\*) WITH THE LAST DIGIT OF THE CURRENT FY. FOR THE RESERVE COSTCODE, REPLACE THE (#'S) WITH THE MEMBER'S PAYGROUP. IN ADDITION, THE TENTH DIGIT OF THE SDN IS AN ALPHA "O" VICE A NUMERIC ZERO.

**F. EVACUATION APPROPRIATION**

O&M, MC/O&M, MCR 1106: (ACTIVE DUTY ESCORTS, INCLUDES RESERVISTS ON ACTIVE DUTY OTHER THAN ADSW)

SDN: M00085\*\*BFAD\*\*\*

LOA: 17\*1106 4A4G 000 00027 067443 2D M00085 08514BFAD\*\*\*

1106: (APPROPRIATED FUND DOD CIVILIANS ESCORTS AND DOD CIVILIAN DEPENDENTS ASSIGNED TO MARINE COMMANDS)

SDN: M00085\*\*BFCV\*\*\*



LOA: 17\*1106 4A4G 000 00027 067443 2D M00085 08514BFCV\*\*\*

1107: (RESERVE ESCORTS, ADOS ONLY)

SDN: M00085\*\*BFRS\*\*\*

LOA: 17\*1107 4A4G 000 00027 067443 2D M00085 08514BFRS\*\*\* MPMC/RPMC 1105: (ACTIVE DUTY DEPENDENTS, INCLUDES DEPENDENTS OF RESERVISTS ON ACTIVE DUTY OTHER THAN ADSW)

SDN: M70002\*\*CTAD\*\*\* LOA: 17\*1105 2750 000 41690 067443 2D 000000 70002CTAD\*\*\*  
1108: (RESERVE DEPENDENTS, ADOS ONLY)

SDN: M70002\*\*CTRC\*\*\* LOA: 17\*1108 2731 000 14631 067443 2D 074503 70002CTRC\*\*\* (KEY)

\* SUBSTITUTE LAST DIGIT OF FISCAL YEAR \*\* SUBSTITUTE LAST TWO DIGITS OF FISCAL YEAR

\*\*\* Commands should contact HQMC P&R [RFE](#) to obtain the appropriate [Special Interest Code \(SIC\)](#) for the LOA. Comm (703) [692-5704](#)/ [\(703\)614-3546](#) DSN 224.

## **G. OCONUS EVACUATIONS**

MPMC/RPMC 1105: (ACTIVE DUTY DEPENDENTS 12 YEARS OLD AND OLDER)

SDN: M70002\*\*CTOCEVA

LOA: 17\*1105 2750 210 41690 067443 2D 074186 70002CTOCEVA

1105: (ACTIVE DUTY DEPENDENTS UNDER 12 YEARS OLD)

SDN: M70002\*\*CTOCEVA

LOA: 17\*1105 2750 210 41690 067443 2D 074195 70002CTOCEVA

\* SUBSTITUTE LAST DIGIT OF FISCAL YEAR \*\* SUBSTITUTE LAST TWO DIGITS OF FISCAL YEAR

## H. MEMORANDUM ON ORDERS IN EXCESS OF 180 DAYS



DEPARTMENT OF THE NAVY  
OFFICE OF THE ASSISTANT SECRETARY  
(MANPOWER AND RESERVE AFFAIRS)  
1000 NAVY PENTAGON  
WASHINGTON, D.C. 20350-1000

NOV 05 2014

### MEMORANDUM FOR CHIEF OF NAVAL OPERATIONS COMMANDANT OF THE MARINE CORPS

**SUBJECT:** Fiscal Year 2015 Limitations on Long-Term Temporary Duty Flat Rate Per Diem and Audit Requirements for Contingency Operation Orders in Excess of 180 Consecutive Days at One Location

**References:** (a) ASN(M&RA) memo of 26 Sep 14  
(b) Joint Travel Regulations  
(c) 10 U.S.C. §1174  
(d) SECNAVINST 1800.2

Effective November 1, 2014, reference (a) is rescinded due to changes to the Joint Travel Regulations. Service members executing Long-Term Temporary Duty (LTTDY) contingency operation orders for duration of 180 consecutive days or more at one location are authorized per diem, not to exceed 365 consecutive days in accordance with reference (b), par. 4250. Service members in receipt of the Incidental Expenses (IE) portion of per diem for LTTDY in support of contingency operations are authorized up to 365 consecutive days at one location when the Combatant Command Commander/Joint Task Force Commander has implemented the IE rate pursuant to reference (b), par. 4605. This Secretarial Process is effective for all travel beginning or amendments issued on or after November 1, 2014. Service members who have executed LTTDY contingency operation orders in excess of 180 consecutive days at one location prior to November 1, 2014 will continue to receive the per diem/actual expense allowance (AEA) rate authorized until the current expiration date on their orders.

To prevent gapped billets resulting from delay of planned relief, extension of billet requirements, or similar unforeseen circumstances, extensions for payment of per diem/AEA not to exceed a total of 90 additional days may be granted with General Officer, Flag Officer, or Senior Executive Service approval, and this authority will not be delegated. Orders in support of contingency operations for periods greater than 365 consecutive days at one location should be considered for Permanent Change of Station.

There may be specific missions, locations or situations where mission accomplishment or unusual circumstances require LTTDY per diem entitlements beyond what is authorized by this Memorandum. In those cases, a written request and justification for the specific mission, location or situation should be expeditiously sent to Deputy Assistant Secretary of the Navy (Military Manpower and Personnel) before issuance of LTTDY contingency operation orders via the Services' Executive Agent (EA) for the Individual Augmentee (IA) Program.

To ensure compliance with reference (b), Services are required to submit a memorandum certifying that the respective EA for the IA program completed an audit of all LTTDY contingency support orders and the associated order approval process. Audit memorandum will include:

- Certification that all contingency support orders were (or were not) in compliance with reference (b) and this memorandum. Include a detail list of Service members who, while in support of contingency operations during that fiscal year, received per diem/AEA for greater than 365 consecutive days at one location.
- The number of Reserve Component (RC) Service members who, while in support of contingency operations during that fiscal year, exceeded six years of continuous active duty as defined in reference (c).
- The number of RC Service members who, while in support of contingency operations during that fiscal year, were approved for sanctuary per reference (d).

This audit memorandum must be submitted within 60 days of the beginning of the subsequent fiscal year.

  
Juan M. Garcia

cc:  
DASN(RA)  
DASN(MM&P)  
DC(M&RA)  
OCNR  
NJ  
USFF NI  
PERS-4

## **110107. APPENDIX G FLAT-RATE PER DIEM**

Per JTR Ch. 4, MARADMINs 533/14,674/14, and 065/15, travel commencing on or after 1 November 2014, travelers whose period of TAD/TDY is in excess of 30 days, will receive a flat rate per diem. The total number of days TAD includes applicable travel days (e.g. first and last day). This policy applies to any person traveling at the governments expense (i.e. service members, civilian employees, dependents, family members, and any person traveling on invitational travel orders). Flat rate per diem is only applicable when a traveler is not staying in government quarters or contracted government lodging.

### **Lodging**

A traveler must incur commercial lodging cost in order to receive the lodging portion of flat-rate per diem. Travelers who lodge with relatives, friends, or have purchased a home at the TAD location will not be reimbursed the lodging portion of flat-rate per diem. Flat-rate per diem will not be further reduced if the actual lodging cost incurred is less than the lodging portion of the flat-rate per diem. If no lodging cost is incurred, the traveler is authorized the M&IE portion of per diem, subject to applicable percentages and locality rate. Travelers lodging in government quarters will be reimbursed the lodging portion of per diem not to exceed the actual amount paid regardless of the length of stay.

### **M&IE**

The M&IE portion of per diem will be 100% of the flat-rate for every full day of TAD. If the period of TAD is more than 30 days, the applicable rates apply: 75% for 31-180 days, and 55% for all TAD greater than 181 days at the same location. The reduced M&IE rate still applies regardless if the traveler's lodging facilities provided the means to prepare meals. Travelers, who are directed the use of government mess and government mess is available, are entitled to government meal rate (GMR) or proportional meal rate (PMR) as applicable.

### **Example Modification to Orders**

*Initial travel is 20 days and begins after 1 November (traveler is receiving full locality per diem rate because travel is less than 31 days at one location)*

Example 1: Travel began on 5 November for 20 days and the orders are then amended on 20 November to extend the trip by 45 days to the same location. On 5 November, the traveler receives up to 100% of the actual lodging cost and 75% of the meals and incidental expenses (M&IE) based on the locality rate concerned. On 6-20 November, the traveler receives lodging plus M&IE at the full locality rate. The flat-rate per diem applies beginning 21 November through the end of the TDY period.

*Initial TDY begins 1 November and is more than 30 days at one location. (Because travel begins 1 November, the traveler is receiving 75% of the full locality per diem rate)*

Example 1: Travel is scheduled for 1 November to 2 December and the traveler receives lodging plus M&IE at 75% locality rate. The orders are then amended on 15 November to extend the trip until 31 May (over 180 days). The 55% per diem applies, but only from 16 November (the day after the amendment is issued) to 31 May (the revised end date for the TDY).

Example 2: Marine is issued ADOS Orders effective 1Jun thru 30Sep (122 days). The Marine is entitled to 75% flat rate per diem during this period. On 25Sep, the ADOS Orders are modified and extended thru 6Jan16 (extending the period of duty by 98 days). From the date that the modification is issued, there is a

total of 103 days remaining in the period of duty. Member rates 75% thru the end date because from the date of the modification thru the new end date is less than 180 days.

*Initial travel is 20 days and begins after 1 November (traveler is receiving full locality per diem rate because travel is less than 31 days at one location)*

Travel is scheduled for 1 December to 20 December. On 15 December, a modification to the TAD orders is published extending the TAD until 10 January 2016 (extending the period of duty by 25 days). Flat rate per diem would not apply.

Modification to orders for travel that began before 1 November, which results in flat rate per diem.

*Initial TDY begins prior to 1 November and is more than 30 days (Because travel begins before 1 November, the traveler is receiving full locality per diem rate).*

Travel is scheduled for 29 October to 30 November and the traveler receives lodging plus M&IE at the locality rate. The orders are then amended on 15 November to extend the trip more than 30 days to a single location. The flat per diem rate applies, but only from 16 November (the day after the amendment is issued) to 31 December (the revised end date for the TDY).

### **Multiple concurrent TAD**

Example 1: The traveler is on orders for 90 days to Location A, with interim trips to Locations B and C. Entitlements to Locations B and C are based on the number of consecutive days at each location; however, the traveler is limited to 75% while at Location A. The traveler receives up 100% per diem while at Locations B and C, but only 75% while at Location A. Dual lodging at Location A may be paid as a reimbursable expense.

Reimbursement for this type of travel is based on the following entitlements:

#### **Days Location Entitlement**

1-35 A 75%  
36-40 B 100%  
41-60 A 75%  
61-75 C 100%  
76-90 A 75%

Example 2: The traveler is on orders for 90 days to Location A, and under reduced flat rate per diem of 75%. After arrival, the traveler is informed of travel to other locations (B, C, D, & E) with returns to the original location. Entitlements to Locations B, C, D, or E are based on the number of consecutive days at each location; however, the traveler is always limited to 75% while at Location A. The traveler receives up to 100% per diem while at Locations B, C, D and E, but only 75% while at Location A. If the traveler retains lodging at Location A, dual lodging may be paid as a reimbursable expense.

Reimbursement for this type of travel is based on the following entitlements:

#### **Days Location Entitlement**

1-20 A 75%  
21-25 B 100%

26-40 A 75%  
41-45 C 100%  
46-60 A 75%  
61-71 D 100%  
72-75 E 100%  
76-90 A 75%

NOTE: Because the original orders were for a period greater than 30 days at Location A, the entitlement at Location A is always 75%, regardless of the actual number of days at this location. For more Dual Lodging examples, refer to paragraph 10504 of this manual.

### **Early return to PDS**

*Initial TDY begins prior to 1 November and is more than 30 days (Because travel begins before 1 November, the traveler is receiving full locality per diem rate).*

Travel is schedule from 1 November to 10 December. The traveler is entitled to 75% flat-rate per diem. The traveler is unexpectedly returned to the PDS after 20 days, the traveler does not rate 100% for the 20 the traveler was TAD for. The 75% flat-rate still applies since the original TAD order was for more than 30 days.

### **Field duty**

A traveler who is TAD in excess of 30 days, who enters a field duty status is not entitled to the flat-rate per diem. For example:

A traveler is TAD to Seoul, Korea from 7 July to 31 August. During this TAD period, the traveler is authorized commercial lodging and mess. The traveler spends 21 days in a field duty status.

07/29 - 08/07 - 10 days Commercial lodging  
08/08 - 08/28 - 21 Field Duty (No Per Diem entitlements)  
08/29 - 08/31 - 3 days Commercial lodging

The traveler does not rate the lodging portion of the flat-rate per diem because the traveler must incur a lodging cost. If the traveler is authorized to incur a lodging cost while in a field duty status, the lodging portion of flat-rate per diem will be reimbursed as a reimbursable expense.

### **Lodging receipts when subject to flat-rate per diem**

Lodging receipts are not required when in receipt of flat-rate per diem, however; a traveler must incur a lodging cost in order to be reimbursed the flat-rate per diem. Travelers may still be required to provide proof of having incurred a lodging expense (i.e. for lodging incurred on day of travel). Receipts must be provided for lodging tax reimbursement, when staying in government quarters, and when authorized actual expense if the expense is above the flat-rate per diem cost.

### **When TAD orders direct “For Further Assignment”**

A traveler ordered TAD to one location for a period of 31 days or more, but is not expected to remain at that location for 31 consecutive days or more and a significant portion of the TAD will be at other locations, may be authorized Lodgings Plus per diem at the original TAD site, when the total cost of per diem will be less

than the flat rate per diem. Dual lodging may not be paid in these circumstances. The authority and the circumstances surrounding the flat rate per diem not applying to the TAD must be stated in the orders. If an order reflects FFA, then the FFA is a new location.

#### Example TAD:

Site 1. Proceed to Camp Pendleton ILOC on 1 Oct - 20 Oct

Site 2. FFA to Romania 21 Oct - 31 Oct

Site 3. FFA to Camp Pendleton ILOC from 1 Nov - 21 Nov

1. If the majority of the TAD is spent away from Site 1 then Location 1 should be 100% locality and dual lodging will not be permitted.
2. If the majority of the TAD is at Location 1 then Site 1 should be flat rate per diem if more than 30 days and dual lodging should be permitted if necessary. Dual lodging cannot be authorized for more than 29 days regardless of financial benefit.

In this example, the order writer must determine which is more financially efficient and it must be clearly stated in the orders. When stated, below is an example of how the following percentages will be paid:

#### Entitlement for the Example

Site 1 - 75%

Site 2 - 100%

Site 3 - 75%

Dual lodging is authorized at Site 1, due to the member conducting concurrent TAD.

## 110108. APPENDIX H GTCC FREQUENTLY ASKED QUESTIONS

1. Q: Am I required to use the GTCC if I choose not take any advances?

A: Yes, once the Marine Online/Unit Diary Marine Integrated Personnel System (MOL/UD-MIPS) outbound interview process is implemented at the Marine's command, active duty and active reserve (AR) Marines performing PCS travel, to include concurrently traveling dependents, will use the GTCC in lieu of a traditional travel advance. See question 9 below.

2. Q: What if I don't take the MOL outbound interview?

A: MARADMIN 001/16 is only applicable to Marines who have been directed to use the outbound interview prior to commencing travel. Your command's Installation Personnel Administration Center (IPAC) or administrative support center will contact you with guidance concerning the outbound interview and whether you are required to use it.

3. Q: How does this policy effect AMC or Patriot Express flights?

A: AMC or Patriot Express costs are not charged to or paid directly by the traveler. These are chartered flights arranged and paid for by U.S. Transportation Command, the cost for use is then charged back to the Marine Corps citing the appropriation data on the PCS orders. In other words, the subject MARADMIN has no impact on current AMC process. Regarding circuitous travel; the member must still be approved in advance for transoceanic circuitous travel per MCO 4600.7. CONUS circuitous travel can be approved at the local command. When authorized circuitous travel, the Distribution Management Office (DMO) will arrange commercial transportation directly from the old PDS to either the Patriot Express terminal, or if approved for the overseas leg, to the new PDS and charge that to the IBA. That ticket would be used to exchange for the Leave in Conjunction with Official travel (LICWO) travel. Any costs above that would be paid by the member using something other than the GTCC.

4. Q: How does the Commercial Travel Office (CTO) receive my GTCC account information to pay for my transportation?

A: The IPAC will direct the Marine to contact the CTO to pass their GTCC information for payment of transportation requests at the appropriate time.

5. Q: My PCS orders direct me to undergo Temporary Duty Under Instruction (TEMINS) for a training course. Will my credit limit be increased to include the cost to the TEMINS period?

A: The Outbound Interview process is not applicable for TEMINS orders. Marines in receipt of this type of order will not use the Outbound Interview; therefore, will not use their GTCC.

6. Q: What if the TEMINS period is for more than 120 days, can an extension be requested?

A: Marines in receipt of TEMINS orders will not be required to use the Outbound Interview; therefore, will not be required to use their GTCC during PCS travel.

7. Q: What if something happens and I need to have my credit limit adjusted during my travel?

A: Contact the Agency Program Coordinator (APC) from your previous command for assistance.

8. Q: What do I do if I need assistance during travel and can't contact my previous command's APC or I don't know who the APC is?

A: Call the number on the back of your travel card for assistance.



9. Q: Will every Marine be mandated to utilize the GTCC for PCS travel or only if they want an advance?

A: Marines are mandated to utilize their GTCC for PCS if directed to use the Outbound Interview. If the IPAC directs the Marine not to use the Outbound Interview, use of the card is not required.

10. Q: If so, what are the repercussions if a Marine uses a personal credit card?

A: The commander will take appropriate action. Cardholders who misuse or fail to use their travel card when required may be subject to administrative or disciplinary action, as appropriate.

11. Q: Will there be a mandatory split disbursement policy?

A: Yes, a payment option whereby the traveler can designate a specified amount of his or her travel allowance to be sent directly to the GTCC issuing bank and the remainder of the allowance to their designated EFT. If the traveler does not specify a split amount or does not justify why a lesser amount is being split on the DD Form 1351-2, the Approving Official (AO) will verify the GTCC balance at the time of settlement via the GTCC contractor's electronic access system and split disburse the applicable amount of all undisputed charges, up to and including the entire payable amount based on charges incurred during the associated travel period.

12. Q: What is the timeframe for a paper advance to be submitted if a non-card holder expedited request gets delayed?

A: Expedited delivery of a GTCC can take up to six days to be delivered. Advances are only used when traveler is not able to obtain a GTCC prior to departure as certified by the commander.

13. Q: Will an Email be sent to the Marine upon receipt of orders or will they have to log into MOL to receive the information?

A: Marines will receive an Email only if the Marine has elected to receive alerts through the "My Messages" tab within MOL. MOL will send a no-reply email alerting the Marine when orders are issued, modified, or cancelled.

14. Q: Can there be an extension to the "15 day rule" upon reporting? Most travel vouchers are not completed within that timeframe and most families are still trying to get settled in.

A: No, the GTCC account will come out of a PCS status 15 days after arrival at the new PDS. As a result, Marines should complete their travel claims upon checking in with their administrative support center.

15. Q: Can a Marine who personally obtains airfare still be reimbursed NTE the cost of the flight booked by DMO?

A: Use of a CTO is required. If no CTO is available or if the servicing CTO authorizes personal procurement of transportation, the traveler will be reimbursed up to the amount the Government would have paid. The GTCC must still be used to pay for the transportation. Keep in mind that if the DMO authorizes you to personally procure your own transportation you must use an American flagged carrier for air transportation. The only exception to this requirement is if the DMO certifies that no American flagged carrier is available.

16. Q: Is there an example of flights booked through DMO when there is leave enroute to get a better understanding of the process?

A: This type of travel is referred to as Leave in Conjunction with Official travel or LICWO. Regarding circuitous travel; the member must still be approved in advance for transoceanic circuitous travel per MCO 4600.7. CONUS circuitous travel can be approved at the local command. When authorized circuitous travel, the DMO would arrange commercial transportation directly from the old PDS to either the Patriot Express terminal, or if approved for the overseas leg, to the new PDS and charge that to the Marine's GTCC. That ticket would be used to exchange for the LICWO travel. Any costs above the official travel would be paid by the member using something other than the GTCC.

17. Q: Will Consecutive Overseas Tour and In-Place Consecutive Overseas Tour (COT/IPCOT) travel be billed to individual GTCC accounts?

A: COT/IPCOT travel is a different type of travel and is not included in the Outbound Interview Process. MCO 4600.40B currently authorizes use of the GTCC for IPCOT travel but not COTs travel.

18. Q: How do I get my Dislocation Allowance (DLA) if I am required to use my GTCC for PCS?

A: DLA will be included in the travel estimate for Marines with dependents and Marines in the grades of E6 and above without dependents. The estimated DLA amount will be added to the Marine's GTCC credit limit which will allow the Marine to use the GTCC for DLA related expenses. DLA is only entitled if the member does not occupy single type government quarters at the new duty station within the first 60 days of reporting.

19. Q: Will I forfeit my DLA or other travel entitlements if I don't charge it on my GTCC?

A: DLA is not forfeited if not charged on the GTCC for DLA related expenses. If a member is entitled to \$3000 for a PCS move (\$1000 for travel and \$2000 for DLA) and the member only charges \$800 on the GTCC, upon settlement the member will be entitled to \$3000. Finance will split disburse \$800 to the GTCC and pay the member \$2200 for the remaining travel/DLA entitlements to his/her standard military direct deposit account. Split disbursement will cover the member's outstanding balance on the GTCC or the amount that the member indicates on the 1351-2.

20. Q: If my dependents travel separately, can they use my GTCC?

A: No. If dependents travel separately and require an advance, you must request an EFT advance through Disbursing. Disbursing will only advance the dependents travel and DLA.

## **110108. APPENDIX I WINIATS PROFILES**

**EXAMINER PRIVILEGES:** Access for individuals who are granted examiner privileges (i.e., travel clerk Marines) are limited to the following privileges within WinIATS:

- Create/Modify traveler accounts
- Create/Modify travel orders
- Privilege to view a traveler's account
- Create blocks
- Delete blocks (allows examiner to delete empty blocks only)
- Grab unassigned blocks
- Log incoming requests to traveler
- Input/Modify requests (see note below)
- View previously entered requests
- Release block to next processing phase
- Process download file from personnel (see note below)
- Enter collections received from traveler
- Enter advances/accruals paid to traveler other than thru IATS
- Transfer requests from one block to another
- Privilege to unlock blocks
- Privilege to unlock traveler accounts
- Privilege to unlock user
- Privilege to unlock logins
- View civilian PCS summary records
- Delete travelers with no details
- Delete orders with no details
- Purge return requests for a traveler
- Create/Modify post details remarks
- EFT change report-traveler (inactive, non-functioning for Marine Corps)
- Access DITY summary records

NOTE: The only limitation to an individual who is granted the above Examiner privileges is that this user cannot be granted access to Input/Modify requests and Process download file from personnel. [Given that Process download file from personnel is an administrative type function, the access must be limited to a few individuals \(i.e., download clerks in Services\) to maintain necessary separation of duties, as Input/Modify requests allows an examiner to prepare claims within WinIATS.](#)

**AUDITOR PRIVILEGES:** Access for individuals who are granted auditor privileges (i.e., SNCO(s)/Senior NCOs are limited to the following privileges within WinIATS:

- Create/Modify traveler accounts
- Privilege to view a traveler's account history
- Delete blocks (allows auditor to delete empty blocks only)
- Delete previously entered requests
- Enter collection received from traveler
- View suspense items
- Modify suspense items
- Delete suspense items
- Update suspense file
- Create suspense reports
- Generate management reports

Assign/reassign blocks to examiner/auditors  
Transfer requests from one block to another  
Privilege to unlock blocks  
Privilege to unlock traveler accounts  
Privilege to unlock users  
View civilian PCS summary records  
Delete travelers with no details  
Delete orders with no details  
Purge return requests for a traveler  
EFT change report-traveler (inactive, non-functioning for Marine Corps)  
Create/Modify post detailed remarks  
Generate tax reports  
Privilege to unlock logins  
Create/modify financial information

**Note:** Individuals with create/modify financial information must be appointed in writing by the DO/FO. It is recommended this access be limited to as few individuals as possible.

**DISBURSING PRIVILEGES:** Access for individuals who are granted disbursing privileges (individual's not assigned Auditor privileges) are limited to the following privileges within WinIATS:

Privilege to view a traveler's account history  
Create blocks  
Delete blocks  
Create upload file for disbursing  
Create upload file for accounting  
Process download file from disbursing  
Process download file from personnel  
Assign DOV numbers to payments  
Delete DOV numbers already assigned to payments  
Generate disbursement reports  
Assign/reassign blocks to examiner/auditors  
Transfer requests from one block to another  
Enter the maintenance module  
Modify the maintenance tables  
Privilege to unlock blocks  
Privilege to unlock traveler accounts  
Privilege to unlock user  
Privilege to unlock logins  
View civilian PCS summary records  
EFT change report – traveler (Inactive, non-functioning for Marine Corps)  
Process download file from accounting (Inactive, non-functioning for Marine Corps)  
Modify maintenance accounting tables

**SYSTEM ADMINISTRATOR:** The system administrator access will only be granted to individuals within the section designated by the DO/FO who are in a position of authority. The DO/FO must ensure separation of duties is adhered to. The system administrator will have access to:

Delete traveler accounts without open items  
Delete travel orders without open items  
Privilege to view a traveler's account history

Delete blocks  
Create suspense reports  
Generate management reports  
Delete a travel account with open suspense items  
Delete a travel order with open suspense items  
Purge old date from the IATS database  
Enter the maintenance module  
Modify maintenance tables  
Add/modify IATS user accounts  
Database backup  
Enter the utility module (see below)  
Privilege to unlock blocks  
Privilege to unlock traveler accounts  
Privilege to unlock user  
Delete travelers with no details  
Delete orders with no details  
Purge return request for a traveler  
EFT change report-traveler (inactive without utility module access)  
Create blocks  
Delete previously entered requests  
View previously entered requests  
Create/modify post details remarks  
Return disbursed block back to disbursing  
Process download file from personnel  
Generate tax reports  
Modify maintenance accounting tables  
View IATS user accounts  
Privilege to unlock logins

*\*Change system password: This access should only be granted to the DO/FO personal profile.*

Utility module NOTE: *Access to this module will be limited to a few people outside of the travel section. Every individual with access to the utility module will be assigned as system administrators with only the following accesses:*

Enter the utility module  
Privilege to view a traveler's account history  
EFT change report: traveler (active with utility module access)

OUTSIDE THE DO/FO USERS: Individuals outside the office that are granted access for research purpose (i.e., Comptrollers) will be limited to the "Privilege to view a traveler's account history".

NOTE: An important limitation to the above privileges in maintaining the necessary separation of duties is that no ONE individual can have access to both 1) enter the utility module and 2) create/modify financial information.

## **110109. APPENDIX J ARCHIVED MCTIM PROCEDURES**

For date of change, see Record of Changes on page 2.

40502: Not originally in the MCTIM

60103: Not originally in the MCTIM

### **60101: WESTPAC UNIT DEPLOYMENT PROGRAM (UDP) AUTHORIZATION**

B. Deployed per diem is paid to aviation and ground units while at their WESTPAC unit deployment site and/or performing concurrent TDY at a location at which both Government quarters and messing are available.

NOTE: Marine personnel are paid UDP entitlements via admin. Rates are updated via MARADMIN. Navy personnel are paid via DTS.

### **60102: WESTPAC UDP DEPLOYED PER DIEM RATES**

D. Reference:

2. MCO P3000.15B

E. The Secretary of the Navy has given the CMC the authority to prescribe per diem rates for units deployed outside CONUS. CMC (RFF) publishes these rates and issue updates by MARADMIN messages. No deviations from these rates are authorized.

## **10502. VALID RECEIPTS**

A. Reference:

1. JTR Chapter 2
2. MCO P1000.6

B. General:

1. The name of the company providing the service (e.g. The name of the hotel, airline, rental car agency)
2. Date specific services were rendered or articles purchases, and the unit price.

40503: Not originally in the MCTIM

## **10502. VALID RECEIPTS**

C. Reference:

3. JTR Chapter 2
4. MCO P1000.6

D. General:

5. The name of the company providing the service (e.g. The name of the hotel, airline, rental car agency)
6. Date specific services were rendered or articles purchases, and the unit price.

For lodging statements/receipts, the name and address of the lodging facility, the dates the lodging was obtained/used, whether or not others shared the room, and the cost of a single room. The name of the lodging facility is only required for commercial lodging facilities. Receipts received from lodging facilities aboard a government installation, for example BOQ aboard Camp Lejeune, are not required to have the name of the facility on the receipt.

100105: Not originally in the MCTIM

90302: Not originally in the MCTIM

50103. Not originally in the MCTIM

### **61103. FOREIGN TRAINEES - LIVING ALLOWANCE**

C. Reference:

3. SAMM Chapter 10
4. NAVMEDCOMIST 6320.19

D. The foreign government must provide IMSs with sufficient funds in dollar instruments to defray their initial expenses until living allowance payments are made. However, if IMET IMSs arrive at training installations without sufficient funds, they may be paid advance payments of living allowance at the Point Of Entry or the first training installation. IMET IMSs authorized payment of living allowances by the United States Government may be advanced a maximum of \$100. If an advance payment is made, a copy of the payment voucher supported by a copy of the ITO with the endorsement must be forwarded to the DO/FO at the IMS' first training installation. The DO/FO must deduct the advance payment from the living allowance payments made to the IMS by the training installation.

Partial Payments. The DO/FO at the training location must pay the IMS living allowance, in 15 day increments, at the rate prescribed in Table 1001-2 of the NAVMEDCOMIST 6320.19. A certification or endorsement provided by the installation commander, indicating appropriate dates and availability of quarters and subsistence, a DD 1351-2, and lodging receipts must accompany the ITO. A copy of the payment by the DO/FO must be returned to the IMS. For example, the FO at MCRD San Diego would pay an IMS, attending D.I. School with quarters and messing available, the following living allowance based on FY 2005 rates: Cost of lodging: \$14.00 (BEQ) Meals and Incidentals: \$19.90 [8.90] (GMR) + \$11 (Misc.) Total: \$33.90 @ 15 Days

### **30701. OVERPAYMENT NOTIFICATION PROCESS**

B. General: For processing a debt related to a separations claim, the DO/FO's responsibility is to clear the obligations in IATS and SABRS and establish the debt.

9. Effective November 1, 2015, Disbursing/Finance Offices will contact all separatees leaving the Marine Corps who are in debt to the government in order to increase the submission of separation travel claims.

#### **20107. GOVERNMENT TRAVEL CHARGE CARD (GTCC) ADVANCE**

D. Reference:

3. DODFMR Vol 5

E. Travelers will not use the GTCC to obtain PCS travel advances. This includes separation travel advances. The Agency Program Coordinator (APC) must deactivate the member's GTCC, prior to detaching from the old PDS. Chapter 3 of the DODFMR Vol 5 states all expenses incurred during a PCS move and all expenses while on a house-hunting trip are exempt from mandatory Government charge card use. Advances for PCS and separation travel should be obtained from the servicing DO/FO prior to detaching the PDS. This does not preclude an advance from being paid after the member's date of detachment from the old PDS.